4th Edition

# Food Service Workers Safety Guide

Prepared by the Canadian Centre for Occupational Health and Safety

# Emergency Information

_____

Ambulance

_____

Fire

_____

Police

_____

Poison Control Centre

_____

Doctor

_____

Company Emergency Phone Number

**Canadian Centre for Occupational Health and Safety**
135 Hunter Street East, Hamilton Ontario Canada L8N 1M5

CCOHS

Industrial Accident Prevention Association (IAPA), Ontario

The Canadian Restaurant & Foodservices Association has granted permission to CCOHS to use illustrations from the Safety Manual for Canada's Foodservice Industry.

104-06369/

# Food Service Workers Safety Guide

*4th Edition*

Published 2002

P02-2E
ISBN 0-660-18801-5
DSS Catalogue Number CC273-2/02-2E

Canada $10.00 (+GST)
US/Other $10.00 (USD)
*(Prices subject to change without notice)*

## Personal Information

**This handbook belongs to:**

Name _____

Company _____

Postion _____

Address _____

Phone _____

Doctor _____

Phone _____

Allergies _____

Medical Conditions _____

_____

_____

_____

**In case of emergency please notify:**

Name _____

Relation _____

Address _____

_____

Phone: _____

# Food Service Workers Safety Guide

## Performance Objectives

This is your guide to working safely in food preparation and food service workplaces. It will help you to:

- Recognize workplace hazards
- Prevent accident and injury through safe work practice and use of personal protective equipment
- Deal with accidents and emergencies
- Understand your duties and rights as given in occupational health and safety legislation
- Contact government departments to find health and safety information

## Target Audience

This guide is for anyone who works in food preparation and food service organizations such as hotels, restaurants, catering facilities, commercial kitchens and fast food establishments. It's a handy work companion for workers, supervisors, managers, and health and safety committee members.

# Summary

Food preparation and service involves many safety and health hazards. Important ones are listed in the table below.

| Injury/Illness | Source |
|---|---|
| **Cuts and amputations** | Use of knives, cutters, slicers, choppers and grinders |
| **Burns and scalds** | Contact with open flames, hot oils, steam, ovens, appliances, utensils |
| **Electric shock, electrocution** | Kitchen appliances<br>Cleaning equipment |
| **Slips and falls** | Slippery and cluttered floors<br>Inadequate lighting |
| **Soreness and loss of function of wrists and arms** | Repeated awkward movements or vibration<br>Working in one position for a long time |
| **Back pain** | Heavy lifting involving awkward postures and difficult loads |
| **Itching, swelling, redness of skin** | Temperature extremes; physical abrasion; exposure to detergents, cleaning solutions, food additives, some plant materials, pesticides on fruits and vegetables |
| **Coughing, wheezing, shortness of breath** | Exposure to flour, grain dust, spices, additives |

**This guide presents ways of working safely to prevent injuries and illnesses.**

# Table of Contents


**Section I** **Safety Tips**

1. Safety Tips for New Employees ..... 2
2. Safety Tips for Supervisors ..... 2

**Section II** **Monitoring Health and Safety Performance**

1. Safety Inspections ..... 5
2. Hazard Reporting ..... 8
3. Accident Investigation and Reporting ..... 9
4. First Aid ..... 10

**Section III** **Common Hazards and Safety Tips**

1. Cuts ..... 14
2. Burns and Scalds ..... 16
3. Slips and Falls ..... 18
4. Exposure to Hazardous Chemicals ..... 20
5. Electrical Safety ..... 22
6. Fire Prevention and Protection ..... 24

**Section IV** **Kitchen Equipment Safety**

1. Cutting, Chopping, and Mixing ..... 28
2. Cooking Equipment ..... 35
3. Food Service and Storage Equipment ..... 42

**Section V** **Ergonomics: Work Related Musculoskeletal Disorders (WMSD) and Safe Work Practices**

1. Causes and Symptoms of WMSD ..... 48
2. Suggested work practices to prevent WMSD ..... 50
3. Working in a Sitting Position ..... 52
4. Working in a Standing Position ..... 55
5. Preventing Back Injury ..... 57
6. Manual Lifting ..... 58

**Section VI** **Walking and Working Surfaces**

1. Floors ..... 62
2. Stairways ..... 63
3. Ladders ..... 63

4. Storage Areas ..... 65
5. Refrigerators and Freezers ..... 66

**Section VII** **Personal Protective Equipment (PPE)**

1. PPE Checklist ..... 68
2. Clothing ..... 69
3. Aprons ..... 69
4. Footwear ..... 69
5. Hand Protection ..... 69
6. Eye Protection ..... 71
7. Respirators ..... 72

**Section VIII** **Work Environment**

1. Ventilation ..... 76
2. Lighting ..... 77
3. Noise ..... 78
4. Heat ..... 79

**Section IX** **Employee Hygiene and Food Safety**

1. Personal Hygiene ..... 82
2. Cleaning and Sanitizing Kitchens ..... 84
3. Food Safety ..... 88

**Section X** **Health and Safety Legislation**

Canada ..... 92
U. S. A. ..... 99

**Section XI** **Information Sources**

1. Canadian Government Departments with Chief Responsibility for Occupational Health and Safety ..... 104
2. US Federal Safety and Health Agencies ..... 109
3. US State OSHA Agencies ..... 112
4. Foodservice Safety Websites ..... 119

**Appendices**

A1. Sample Kitchen Inspection Form ..... 125

## Section I

# Safety Tips

**1. Safety Tips for New Employees**

- Workplace Hazards

**2. Safety Tips for Supervisors**

- Safety Equipment

## 1. Safety Tips for New Employees

When you are starting a new job, ask your supervisor/ employer the following health and safety related questions.

### *Workplace hazards*

- What are the potential hazards of the job?
- Is job safety training available?
- What do I do in case of fire or another emergency?
- What are my responsibilities regarding health and safety?
- In case I notice something wrong, to whom should I report it?
- Who is responsible for answering safety related questions?
- What do I do if I get injured, or have an accident?

### *Safety equipment*

- What safety equipment do I need to do my job?
- Do I need to wear personal protective equipment (PPE)? Will I receive training on how to use the PPE?
- Where do I find fire extinguishers, first aid kits, first aid rooms and emergency assistance?

## 2. Safety tips for Supervisors

- Explain the importance of safety to employees.
- Implement safe work practises.
- Give praise for safe behaviour.
- Solicit participation.
- Reward for participation.
- Set an example.
- Promote safety by providing books, videos, literature etc.
- Visit school areas regularly.
- Know employees personally.
- Improve and simplify safety continuously.

## Section II

# Monitoring Health and Safety Performance

### 1. Safety Inspections

- Purpose
- Inspection Team
- Roles and Responsibilities
- Inspection Reports
- Sample Inspection Checklist
- Sample Inspection Report
- Hazard Reporting

### 2. Accident Investigation and Reporting

- Purpose
- Investigation Team
- Roles and Responsibilities
- Report

### 3. First Aid

## Notes

# 1. Safety Inspections

## *Purpose*

Occupational health and safety legislation requires regular workplace inspections. The purpose of an inspection or safety tour is to identify unsafe conditions and practices, and to recommend corrective actions.

## *Inspection Team*

Inspections may be carried out by a designated worker or by a team with a mix of personnel such as employees, supervisors and managers. Generally, the legislation sets out procedures for designating a person or persons to carry out workplace inspections.

If you are carrying out an inspection, you must use required personal protective equipment for your own safety and to set a good example.

## *Roles and Responsibilities*

Inspections are undertaken in accordance with a schedule agreed on by the Joint Health and Safety Committee (JHSC) and your employer. The inspection teams generally use a checklist as a guide for conducting inspections.

## *Inspection Reports*

Inspection reports are communicated to all levels of the organization. Posting inspection reports on the bulletin board, reviewing them at joint health and safety committee meetings, and sending a copy to management for review are all good communication methods.

## *Follow Up*

Follow up to ensure corrective action is taken.

## ✓ Sample Inspection Checklist

**Date:** _____

**Location/Department:** _____

**Yes = Satisfactory  No = Unsatisfactory, needs attention**

| Yes | No | Safe Work Practices |
|---|---|---|
| ☐ | ☐ | Use of machine guards |
| ☐ | ☐ | Proper manual lifting |
| ☐ | ☐ | Smoking: only in safe. /designated areas |
| ☐ | ☐ | Proper use of water hoses |
| ☐ | ☐ | Other_____ |

| | | Use of Personal Protective Equipment |
|---|---|---|
| ☐ | ☐ | Eye/face protection |
| ☐ | ☐ | Footwear |
| ☐ | ☐ | Gloves |
| ☐ | ☐ | Protective clothing |
| ☐ | ☐ | Aprons |
| ☐ | ☐ | Respirators |
| ☐ | ☐ | Other_____ |

| | | Housekeeping |
|---|---|---|
| ☐ | ☐ | Proper storage of flammable material (oily/greasy rags, etc.) |
| ☐ | ☐ | Proper disposal of waste |
| ☐ | ☐ | Floors (clean, dry, uncluttered) |
| ☐ | ☐ | Other_____ |

| | | Electrical Safety |
|---|---|---|
| ☐ | ☐ | Machines grounding/G.F.I. |
| ☐ | ☐ | Electrical cords |
| ☐ | ☐ | Electrical outlets |
| ☐ | ☐ | Other_____ |

| Yes | No | Fire Protection |
|---|---|---|
| ☐ | ☐ | Fire extinguishers |
| ☐ | ☐ | Proper type/location |
| ☐ | ☐ | Fire equipment maintained |
| ☐ | ☐ | Emergency exits/lighting |
| ☐ | ☐ | Sprinkler systems |

| | | Kitchen Equipment |
|---|---|---|
| ☐ | ☐ | Microwave ovens |
| ☐ | ☐ | Deep fryers |
| ☐ | ☐ | Cutters, grinders, choppers |
| ☐ | ☐ | Grease receptacles |
| ☐ | ☐ | Storage of knives |
| ☐ | ☐ | Oiling, cleaning, adjusting |
| ☐ | ☐ | Other_____ |

| | | First Aid |
|---|---|---|
| ☐ | ☐ | First aid kits in rooms |
| ☐ | ☐ | Trained first aid providers |
| ☐ | ☐ | Emergency numbers posted |
| ☐ | ☐ | All injuries reported |
| ☐ | ☐ | Other_____ |

| | | Administration |
|---|---|---|
| ☐ | ☐ | OHS Act and policy posted |
| ☐ | ☐ | List of JHSC members and minutes of the meeting posted |

| | | Miscellaneous |
|---|---|---|
| ☐ | ☐ | MSDS/Labels |
| ☐ | ☐ | Dust/vapour/fume control |
| ☐ | ☐ | Safe use of ladders/scaffolds |
| ☐ | ☐ | New processes or procedures implemented |
| ☐ | ☐ | Other_____ |

**Sample Inspection Report**

Area Inspected _____ Inspector _____ Date _____

| Priority Code (See below) | Location | Hazards | Recommended Corrective Action(s) Person(s) Responsible | Follow-Up Date | Date Completed |
|---|---|---|---|---|---|
| | | | | | |

**Analysis and Comments**

**Priority Code:** **A** – do immediately **B** – do within 3 days **C** – do within 2 weeks **D** – other

## 2. Hazard Reporting

The health and safety legislation requires employees to report hazards to their supervisor. The immediate hazard reporting process allows employees to report hazardous conditions or practices as they notice them. This allows for prompt corrective action without waiting for the next round of regular inspections.

Hazards can be reported verbally or by filling a simple form. The following is an example of such a form.

**Sample Hazard Reporting**

_____ _____
**Name of employee** **Date**

**Location** _____

**Equipment** _____

**Description of the hazard** _____
_____
_____
_____

**Suggested corrective action** _____
_____

**Signature** _____

**Supervisor's remarks** _____
_____

**Corrective action taken** _____
_____

_____ _____
**Signature of Supervisor** **Date**

## 3. Accident Investigation and Reporting

### *Purpose*

The purpose of an accident investigation is to find the reasons for the accident, NOT to blame anyone. Accidents as well as incidents (close calls or near misses) should be reported and investigated.

### *Investigation Team*

The accident investigation team generally consists of the following:

- Manager/supervisor
- Health and safety committee representative(s), in Ontario, certified member (if possible)
- Other persons as required

### *Roles and Responsibilities*

You must report any occurrence of an accident or incident to your manager/supervisor immediately.

Your manager/supervisor is responsible for conducting the accident investigation and notifying the health and safety committee and other people as required by legislation and your company procedures.

### *Report*

The accident investigation report is generally submitted as a formal document which includes the following:

- Name and occupation of the employee
- Location and time of accident and injury (if any)
- Name(s) of witness(es)
- Description of the task including equipment and working conditions
- Description of what happened to cause the accident
- Name of the person(s) completing the report
- Recommendations for corrective action

## 4. First Aid

The purpose of first aid is to help an injured or ill person before medical help takes over.

For information regarding first aid kits and first aid training, please contact the local branch of the St John Ambulance Association, the Red Cross Society or other approved organizations.

Your employer is required to:

- provide and maintain required first aid supplies and equipment
- make first aid accessible during all working hours
- inspect first aid equipment and facilities regularly
- clearly identify the first aid station
- train at least one employee in first aid

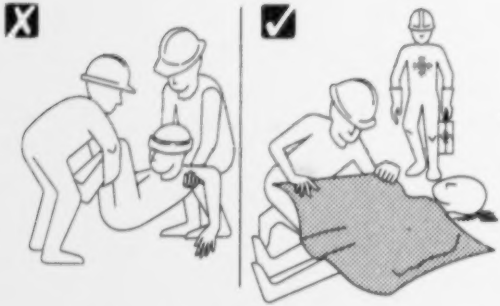
  *(check applicable regulations for the number of employees that should be trained in your workplace)*

- provide transportation to a medical practitioner for injured employees if necessary
- post names and locations of qualified first aiders
- maintain a first aid treatment record book

In case of injury or onset of a disease, you must:

1. Promptly obtain first aid from a certified first aider
2. Notify the supervisor/employer immediately regardless of the extent of injury
3. Obtain a treatment memorandum to take to a medical practitioner or hospital
4. Complete and promptly return all forms received from the Workers' Compensation Board (Workplace Safety and Insurance Board, WSIB in Ontario).

The supervisor should decide on the need for an accident investigation.



**Moving an injured person might make the injury worse. Wait for a qualified person.**

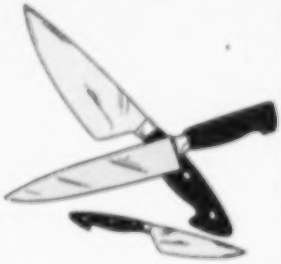
## Notes

## *Section III*

# Common Hazards and Safety Tips

1. Cuts
2. Burns and Scalds
3. Slips and Falls
4. Exposure to Hazardous Chemicals
5. Electrical Safety
6. Fire Prevention and Protection

## 1. Cuts



Cuts can involve:

- knives
- furniture
- equipment
- counters
- utensils
- preparation areas
- glassware and cans
- food wrap container blades
- cleaning equipment
- dishes

**To prevent cuts:**

☑ USE a proper cutting board and slip-resistant matting to prevent the board from sliding on the counter

STORE knives in a knife rack or drawer, with the handles facing the front

KEEP your knife at the back of the counter with the blade facing away from you when it is not in use

DISCARD broken or chipped glassware and opened cans carefully

WEAR appropriate PPE.

☒ DO NOT try to catch anything as it falls – wait until it stops moving before you pick it up and

**To use power equipment safely:**

☑ GET proper training in operating the equipment and doing the job safely before using any equipment

FOLLOW the manufacturer's instruction manual when you operate, clean and maintain the equipment

ENSURE that proper lock out/tag out procedures are in place (e.g., unplug any broken or unsafe equipment, attach a warning tag, take it out of use and tell your supervisor)

KEEP your hands out of feed hoppers and delivery chutes – use a food pusher to load the machine

USE a knife to finish the cutting when something becomes too thin for the slicer

PUT all guards and safety devices back in place after cleaning.

COVER your hair, tuck in loose or frayed clothing and remove your gloves and jewellery. All of these can get caught in equipment with moving parts.

☒ DO NOT operate the equipment if you feel drowsy or unwell. Remember, some cold remedies can make you feel sleepy.

**To work safely with machines that have blades:**

☑ MAKE sure cutting blades are sharp

KEEP your hands away from the edges of cutting blades — make sure you can see both your hands (and all your fingers) as well as the cutting blades

KEEP your hands away from all moving parts and avoid cleaning or brushing off moving parts such as cutting blades or beaters in mixers

ENSURE that proper guards are in place and correctly adjusted.

## 2. Burns and Scalds

Burns and scalds can occur when you use:

- stoves
- toasters, ovens and toaster ovens
- deep fryers
- hot utensils
- pressure cookers
- coffee makers
- steamers
- cooking pots, and
- hot dishwashers.

**To prevent burns and scalds:**

- ☑ BE AWARE that deep fat fryers are the number one cause of burns
- OPEN hot water and hot liquid taps slowly to avoid splashes
- FOLLOW all electrical and fire safety guidelines
- FOLLOW the manufacturer's operating instructions for all equipment
- USE only recommended temperature settings for each type of cooking, and
- USE proper PPE.

**To use stoves and ovens safely:**

- ☑ TURN off the electric elements and gas flames of stoves when they are not in use
- WEAR oven mitts to handle hot objects – use long gloves for deep ovens
- RELEASE the pressure safely before you open cookers and steam ovens and face away from opening doors
- USE the right size burner for the size of the pot or pan, and
- REPORT any defects, problems or faults to your supervisor.

**When handling pots and pans:**

☑ WEAR long-sleeved cotton shirts and cotton pants

ORGANIZE your work area to prevent contact with hot objects and flames

LET people know when you are carrying a hot item

MAKE sure pots and pans are not overfilled

REMOVE metal spoons from pots and pans while cooking

AVOID letting hot water contact hot oil

MOVE closer or use a tool when you have to reach for something, rather than overstretching

STAND to the side when you work with pots containing boiling liquids, and

USE proper PPE.

**Take special care when handling pot handles and lids:**

☑ KEEP pot handles away from hot burners and make sure they don't stick out from the counter or cooking stove

OPEN lids by lifting the far edge first

USE oven mitts or a dry cloth to lift lids from hot pots – wet cloths conduct heat and can scald you, and

ASSUME that all pots, pans and metal handles are hot – touch them only when you are sure they are safe, or when you are wearing proper gloves.

**Use appropriate personal protective equipment**

## 3. Slips and Falls

**Slips and falls can result from:**

- slippery and cluttered floors and stairs
- loose or bumpy carpets and floor mats
- defective ladders and footstools
- poor visibility, and
- wet and greasy areas.

**To prevent slips and falls:**

MAKE sure that wooden duckboards and railings are in good repair and free of splinters

CHECK that ladders and footstools are in good repair and have non-skid feet

TAKE defective ladders or footstools out of use until they are repaired or replaced

REPLACE burnt-out light bulbs and fluorescent tubes as soon as possible

ENSURE that outside areas used to receive deliveries or take out garbage are well lit and free of obstructions

USE ladders, for climbing, rather than unsafe substitutes such as chairs, stools or boxes, and

CLOSE oven, dishwasher and cupboard doors when you're not using them – open doors may trip you or your co-workers.

**To prevent floor hazards:**

REPORT any tripping or slipping hazard to your supervisor right away

KEEP floors and stairs clean, dry and non-slippery

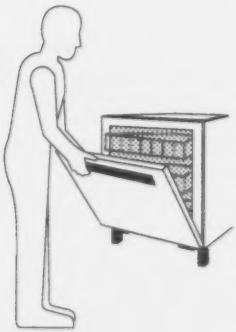
CLEAR debris and obstructions from floors and stairs

USE slip-resistant waxes to polish and treat floors

WEAR proper shoes with slip-resistant soles

MAKE sure that carpeting, rugs and mats are free of holes, loose threads, loose edges and bumps that may cause tripping, and

USE clear warning signs for wet floors and other hazards.



**Do note leave oven, dishwasher or cupboard doors open**

## 4. Exposure to Hazardous Chemicals

Exposure to hazardous chemicals can occur from:

- cleaners (e.g., sink, oven, floor, stainless steel)
- bleaches
- dishwasher soap
- degreasers, and
- descalers.

**To prevent exposure to chemical hazards:**

- ASK your supervisor about possible toxic effects of the chemicals you use
- MAKE sure you receive WHMIS training in the safe use, handling, storage and disposal of chemicals. WHMIS stands for Workplace Hazardous Materials Information System
- READ the label on the container
- FOLLOW the manufacturer's instructions for use
- USE only products that are stored in clearly labelled containers
- WORK in a well-ventilated area
- USE proper PPE
- KNOW where to find the material safety data sheets (MSDSs) for the chemicals you use – MSDSs give you important information about toxicity, safe use and first aid, and
- GET proper first aid and medical help if you breathe in, swallow or come into contact with a toxic chemical.

**To store chemicals safely:**

- KEEP them in suitable containers with clear labels – not in food containers
- LOCK up chemical containers in a designated storage area marked with warning signs
- PLACE chemicals on lower shelves, below eye level, rather than on top shelves, and
- STORE protective equipment separately from chemicals.

**To handle chemicals safely:**

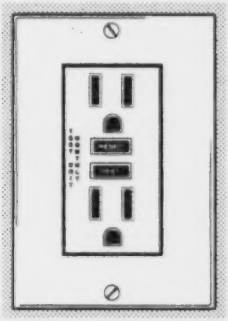
- WEAR the personal protective equipment required by your employer
- USE separate spoons, scoops or cups rather than cooking utensils, food containers or your hands to dispense chemicals
- USE a utensil made from a material that won't react with the chemicals, to dispense liquids and powders instead of using plastic spoons, and
- CLOSE chemical containers after use.

**Do not store liquid chemicals on top shelves**

## 5. Electrical Safety

Common electrical hazards are electric shock and electrocution. These can occur from contact with:

- faulty electrical tools and equipment
- faulty appliances and wires
- electrical outlets
- switch panels
- electric transformers



☑ INSPECT equipment, power cords, and electrical fittings for damage prior to each use. Repair or replace damaged equipment.

SWITCH equipment OFF before connecting them to a power supply and before making adjustments.

ENSURE that electrical equipment is properly grounded or double-insulated. The grounded equipment must have an approved 3-wire cord with a 3-prong plug. This plug should be plugged in a properly grounded 3-pole outlet.

TEST all electrical equipment for effective grounding with a continuity tester or a ground fault circuit interrupter (GFCI) before use.

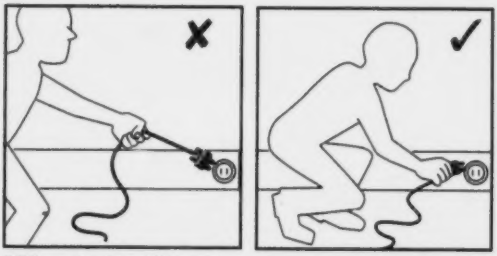
KEEP power cords clear of the equipment during use.

SUSPEND power cords over aisles or work areas to eliminate stumbling or tripping hazards.

COVER open electrical outlets with plastic safety plugs

CHECK power cords and plugs daily. Discard if worn or damaged. Any cord that feels more than comfortably warm should be checked by an electrician.

ELIMINATE octopus connections.



DO NOT un-plug by pulling cord

ALWAYS grip the whole plug

PULL THE PLUG, NOT THE CORD.

USE extension cords with appropriate power wattage ratings only to temporarily supply power to an area that does not have a power outlet.

KEEP power cords away from heat, water and oil. They can damage the insulation and cause a shock.

DO NOT bypass the switch and operate the tools by connecting and disconnecting the power cord.

DO NOT use electric tools in wet conditions or damp locations unless the tool is connected to a GFCI.

DO NOT clean electric equipment and tools with flammable or toxic solvents.

DO NOT carry electrical tools by the power cord.

DO NOT tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.

DO NOT plug several power cords into one outlet.

DO NOT disconnect power supply by pulling or jerking cord from the outlet. Pulling the cord causes wear and may cause a shock.

DO NOT use extension cords as permanent wiring.

DO NOT allow carts and trolleys to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.

## 6. Fire Prevention and Protection

Fires can be caused by:

- ignition of hot oils and greases
- cardboard and paper materials in contact with hot stoves and ovens
- faulty electrical equipment and cords
- wet electrical equipment and appliances
- faulty switches and power outlets

**Portable Fire Extinguishers**

Portable fire extinguishers are used to put out small fires. The type of extinguisher to be used depends on the type of fire. You should be trained to use the fire extinguishers used in your workplace. You should also know how to manually operate the built-in $CO_2$ system in range hoods/ducts.

☑ ASK your supervisor about fire safety procedures in your workplace.

KNOW types of fire extinguishers and how to use them.

IN CASE of fire, you must follow fire safety procedures established by your employer, and approved by the local fire department.

KNOW fire extinguisher and alarm locations.

KEEP exits and passageways clear at all times.

IF THERE IS A FIRE, sound alarm.

IF YOU CATCH FIRE – stop, drop and roll.

DO NOT accumulate combustible materials such as cardboard boxes and paper bags in the cooking area in hallways or near exits.

DO NOT use electrical wires and equipment which are wet.

DO NOT use faulty electrical equipment and cords.

DO NOT bring open flame near hot oils and grease.

*A helpful hint: Fire on a stove or broiler from spilt grease accumulation can be put out with salt, baking soda, or a carbon dioxide fire extinguisher.*

| CLASS OF FIRE | TYPE OF FIRE | APPROVED FIRE EXTINGUISHER |
|---|---|---|
| | Wood, paper, cloth | Type A; Type A-B |
| | Gasoline, paints, oils, grease | Type A-B; Type B-C; Type A-B-C |
| | Electrical wiring, fuse box | Type B-C; Type A-B-C |
| | Metals | Bucket of Sand |

**If a fire occurs:**

SOUND the alarm

FOLLOW the posted safety procedures that were put in place by your employer and approved by the local fire department, and

STOP, drop to the ground and roll to smother the flames, if you catch on fire.

**To help prevent fires:**

CHECK with your supervisor about fire safety procedures in your workplace

KEEP exits and passageways clear

KEEP the cooking area, hallways and exits clear of flammable materials such as cardboard boxes and paper bags

USE only electrical cords, wires and equipment that are dry

TAG faulty electrical equipment and cords and take them out of use until they are repaired or replaced, and

KEEP hot oils and grease away from open flames and other sources of ignition.

## Section IV

# Kitchen Equipment Safety

### 1. Cutting, Chopping and Mixing

- Safe Use of Knives
- Mincers
- Food Processors
- Dough Mixers
- Slicing Machines
- Meat Band Saws

### 2. Cooking Equipment

- Ranges/Ovens
- Steamers
- Pressure Cookers
- Deep Fat Fryers
- Coffee Urns / Makers
- Pots and Pans

### 3. Food Service and Storage Equipment

- Ice Machines
- Glassware and Dishware
- Carts and Trolleys
- Dish Washing Machines

## 1. Cutting, Chopping and Mixing

- Knives
- Cutting, Slicing and Mixing Equipment
- Slicers and Dicers
- Band Saws

### *Safe Use of Knives*

Risks of Injury when using knives

- cuts
- amputation

☑ USE the right knife for the job.

ALWAYS use a proper chopping board or block.

MAKE SURE the knife is sharp.

CARRY one knife at a time, tip pointed down at your side.

STORE knives securely in proper racks in a visible place.

HOLD the knife with the stronger hand.

CUT away from your body when cutting, trimming or boning.

USE protective clothing such as mesh gloves.

**Mesh gloves provide protection while cutting**

PLACE the knife at the back of the counter when not in use, with the sharp edge away from you.

CLEAN the knife immediately after use or place it in a dishwasher or a container labelled "knives only" near the sink

DO NOT drop a knife into dish water.

DO NOT leave knife in dish water.

DO NOT use a knife as a can opener.

DO NOT try to catch a falling knife. Let it fall and then pick it up.

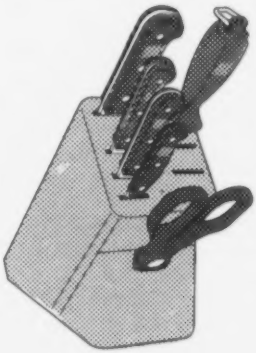
DO NOT engage in horseplay with a knife in your hand.

DO NOT carry knives while carrying other objects.

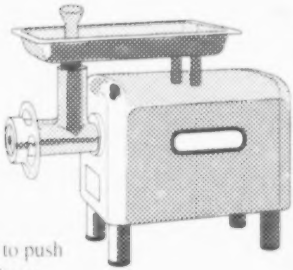
DO NOT carry a knife in your pocket.

DO NOT leave knives on blocks where they could be accidentally covered.

DO NOT engage in discussions with your co-workers while you are using a knife



## *Mincers*



Risks

- cuts from the shearing action of the worm gear
- cuts from the mincing plate

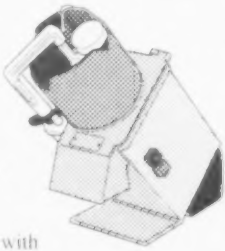
☑ ALWAYS use a pusher to push meat down the feed throat.

MAKE sure that the delivery guard is in place before operating the mincer.

TURN OFF and UNPLUG the mincer before disassembling and cleaning.

☒ DO NOT try to reach any part of the worm gear with your fingers.

## *Food Processors*



Risks

- finger cuts from the rotating cutter plates
- scalding from the hot ingredients ejected from the bowl

☑ USE pushers to avoid contact with moving blades.

MAKE SURE that safety guards are in place to prevent access to cutter blades.

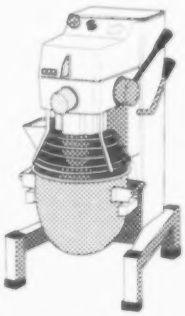
MAKE SURE the machine has proper guards, interlocks and brakes.

TURN OFF and UNPLUG the processor before cleaning or changing blades.

DO NOT put your hands into an operating food processor to manipulate or guide food.

DO NOT use tape to bypass the safety guard.

## *Dough Mixers*



Risks

- hand injury from contact with rotating mixer blades.

MAKE SURE that the bowl is locked in place and the attachments are securely fastened before starting the mixer.

EXERCISE CARE when moving heavy bowls; use a cart or trolley if necessary.

UNPLUG, tag out and lock out the mixer before cleaning or removing dough that has stuck to the mixer.

DO NOT remove safety interlocks and safety guards.

DO NOT use tape to bypass the safety guard.

## *Slicing Machines*

**Risks of injury using slicing machines include:**

- hand and finger cuts from contact with slicing blades, and
- amputation.

**Before turning on slicing machines:**

☑ MOUNT the slicing machine on a secure, rigid surface

ASK your supervisor to show you how to work the machine

USE a lockout-type disconnect switch on slicing machines that are permanently wired to the power source and use proper lock out and tag out procedures

MAKE sure that all safety guards are in place and interlocks are working, and

FOLLOW the manufacturer's instructions for the use of attachments.

**To use slicing machines safely:**

☑ USE the feeding tool supplied by the manufacturer to move food through the slicing machine

UNPLUG the machine before you remove stuck food

USE proper lock out and tag out procedures

RETURN the meat thickness setting gauge to zero after each use

SHARPEN blades using the tool recommended by the manufacturer

ASK the manufacturer for new warning labels, if the old labels come off, or are hard to read, and

UNPLUG the machine before you clean the blade.

## *Meat Band Saws*

Risks of injury when using meat band saws include:

- cuts from contact with the saw
- amputation, and
- eye injury from flying pieces of meat and debris during cutting.

**Before turning on meat band saws:**

☑ FOLLOW the manufacturer's instructions for operating the machine

GET training in the safe operation and maintenance of the machine

LOWER the blade guard to set the minimum clearance for the meat

REMOVE your gloves and jewellery and roll up your sleeves so they don't get caught in the machine – for the same reason, avoid wearing loose clothing

USE a hair net or other means to keep your hair covered and away from the blade – a band saw will cut or pull in anything it touches

MAKE sure the floor and work area around the machine is clear of debris, and

REPORT all hazards to your supervisor.

**When using meat band saws:**

☑ USE the pusher plate when you feed meat into the saw blade

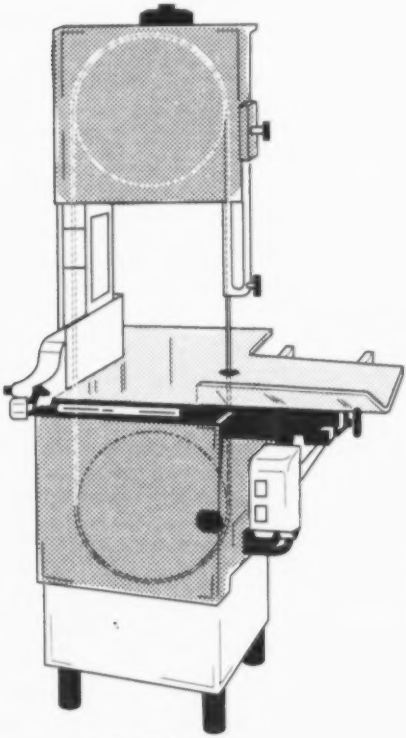
MOVE meat through the saw at a slow, steady pace and keep your hand clear of the blade

KEEP your eyes on the meat you are cutting and know where your fingers are in relation to the blade

TURN the saw off when you are finished

UNPLUG the machine or switch off the 240-volt power source when you are not using the machine, and

UNPLUG the machine before you clean the saw or clear food from it.



**Meat Band Saw**

## 2. Cooking Equipment

- Ranges and Ovens
- Microwave Ovens
- Steamers
- Deep Fat Fryers
- Coffee Urns/Makers
- Pots and Pans

### *Ranges/Ovens*

Risks

- burns from contact with hot surfaces, flames or hot liquid spills.
- trips and falls from open doors.

CHECK pilots before turning on gas ovens and stoves to prevent dangerous gas inhalation and fires.

ASK your supervisor, or a trained person, to light the pilot.

USE pans of suitable size and weight.

KEEP pot and pan handles "turned in" to prevent spills due to accidental contact with people around the stove.

USE dry oven mitts to handle hot pans.

ENSURE that gas burners are not plugged with grease or debris.

DO NOT leave ovens with drop down doors unattended.

DO NOT leave ovens and ranges "on" when not in use.

### *Microwaves/Ovens*

Risks

- electric shock
- scalds from hot food and liquids
- microwave radiation

☑ MOUNT the oven within easy reach to prevent hot spills from the food and also to prevent risk of muscle strains and injury due to over-extending your hands to reach.

FOLLOW manufacturer's instructions for operating microwave oven.

KEEP door seals free from food, grease and dirt and make sure that door seals are in good condition.

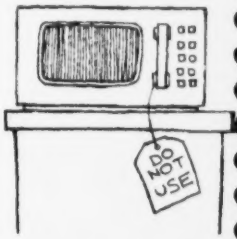
KEEP interior of the oven clean.

IF YOU NOTICE that the food inside the oven ignites or produces sparks, immediately turn off the oven leaving the door closed, and disconnect the cord. Report to your supervisor.

IF YOU WEAR A PACEMAKER consult your doctor before working with or near a microwave. Microwave radiation may interfere with the pacemaker.

☒ DO NOT use ovens with damaged doors, door seals or door interlock. Such ovens may emit harmful micro-wave radiation. In case of doubt get the oven checked for radiation level.

NEVER bypass the door interlock and activate the oven with the door open.




**A tag must be placed on the control device during cleaning or repairs**

DO NOT cook whole eggs, food in sealed containers, sealed plastic bags or food with non-porous casing in a microwave oven. The pressure build-up may break the casing and spill the contents.

DO NOT work near microwave oven if you wear an unshielded heart pacemaker. Consult your physician.

## *Steamers*

Risks

- scalding of the hands, feet and lower leg.

☑ FOLLOW manufacturer's instructions for operation and maintenace.

SHUT off the steam supply and wait for about two minutes.

RELEASE the pressure by operating the opening gear slightly and pause again.

BEFORE opening the steamer door, make sure that there is no one around the steamer.

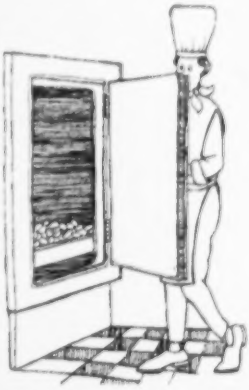
STAND to the side and open door keeping the door between you and the open steamer.

REMOVE items carefully using oven mitt and place on a trolley. Carrying steamer trays across the kitchen will leave a trail of dripping hot water.

WHEN steamers are stacked, open the top one first and then the lower one to prevent burning from rising steam.

☒ DO NOT exceed manufacturer's recommended limits for the steamer.

DO NOT open the door when the steam supply is open.



**Use the door as a shield for steam when opening a steamer**

## *Pressure Cookers*

Risks

- scalding of the hands, arms and face.

☑ SHUT off the steam supply and wait until the pressure is equalized before opening the cover.

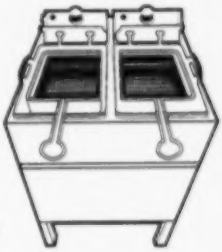
RELEASE the lid by opening slightly away from you and pause again.

STAND to the side and open the lid, keeping the lid between you and the open pressure cooker.

☒ DO NOT exceed manufacturer's recommended limits.

DO NOT open the lid until the steam pressure build-up in the cooker has exhausted.

## *Deep Fat Fryers*



Risks

- burn injury from contact with the fryer and splashed fat.
- fire

☑ BE fully trained in the use and maintenance of your deep fat fryer.

BE aware of correct fat levels and temperatures.

ENSURE that oil does not overheat. Follow manufacturer's recommended cooking temperature.

CLEAN away any grease surrounding the fryer with warm water and detergent as soon as possible.

USE salt on spilled grease that cannot be cleaned up immediately.

TURN OFF the source of heat immediately in the event of an emergency.

IN THE EVENT OF A FIRE, cover the flame with a fire blanket or use the correct fire extinguisher.

USE extreme care when filtering or changing shortening in fryers.

USE appropriate personal protective equipment that may include aprons and gloves when cleaning fryers.

☒ DO NOT move containers of hot oil. Allow oil to cool before moving or handling.

DO NOT overfill containers when changing or filtering oil from fryers.

DO NOT spill grease when changing or filtering grease in the fryer.

DO NOT splash water on hot oil.

DO NOT use plastic containers for draining oil.

## *Coffee Urns / Makers*

Risks

- burns and scalding

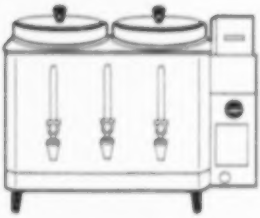
MAKE sure you receive training in the proper use of the equipment.

PLACE at a safe distance away from the edge of the counter where people may accidentally come in contact with the equipment.

FOLLOW manufacturer's instructions for use and cleaning.

ENSURE the filter basket is securely in place before activating the coffee machine cycle.

DO NOT remove filter basket before coffee has stopped dripping.



**Remove filter basket only after coffee has stopped dripping**

## *Pots and Pans*

Risks

- burns and scalds
- Musculoskeletal Injuries and back injuries from lifting heavy pots

☑ USE dry oven mitts when handling hot pots and pans.

ASK for help in moving heavy hot pots.

FILL pots up to only about three quarters of the way to prevent spill.

PLACE lids on pots whenever possible.

MOVE slowly and cautiously when carrying a pot with hot liquid contents; consider using a trolley or cart.

LIFT back edge of the cover of a pot or kettle to allow hot steam to escape away from you.

☒ DO NOT leave pots and pans on top of ranges and stoves with handles sticking out.

## 3. Food Service and Storage Equipment

- Ice Machines
- Glassware and Dishware
- Carts and Trolleys
- Dish Washing Machines

### *Ice Machines*

.. Risks

- Slips and Falls

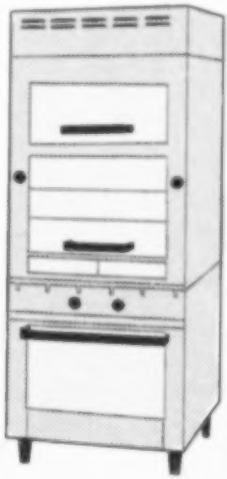
☑ ENSURE that ice machines are in good working order.

REPORT leaking ice machines to your supervisors.

KEEP area clean and dry.

☒ DO NOT scoop ice from an ice machine with a glass. Use a plastic or metal scoop.

DO NOT allow ice cubes to accumulate on the floor around the ice machine.



## *Glassware and Dishware*

Risks

- cuts

☑ USE dustpan and hand broom to pick up broken glass from the floor.

DISPOSE of broken glass in a solid-sided plastic or metal container marked "Broken Glass Only".

PICK UP small loose pieces of broken glass with a damp paper towel and dispose of in a solid-sided container.

☒ DO NOT use dishes and glassware with broken or sharp edges.

DO NOT put glassware in the sink used for washing pots.

DO NOT overload trays when collecting dirty glassware.

## *Carts and Trolleys*

Risks

- trips and falls
- overexertion

☑ MAKE sure the trolley load is balanced and you can see past the load. Place heavy items on lower shelves, but not below knee level.

MAKE two trips if necessary to avoid too heavy a load.

ALWAYS push, do not pull.

NO ITEM should be sticking out from the edge of carts and trolleys.

PARK trolleys and carts near a wall away from doors, exits and walkways.

**Push trolley with your hands on the handle**

LUBRICATE wheels frequently and replace worn wheels.

PUSH trolleys with your hands on handles behind the load, not on the side of the cart where hands could be crushed against walls and doors.

☒ DO NOT load carts and trolleys to the point that your view is obstructed.

DO NOT load too much weight on carts and trolleys.

DO NOT push carts and trolleys on a slippery or uneven floor.

## *Dish Washing Machines*

Risks

- scalding
- trips and falls
- chemical contact
- muscle injury due to overstretching.

FOLLOW manufacturers' instructions.

WEAR appropriate gloves for handling hot wet items.

KEEP the dishwasher door closed. If the door is left open, someone might trip over it. If water drips onto the floor, someone might slip.

IF THE MACHINE JAMS OR STOPS, switch off the power, then turn off water and steam sources and allow steam to clear before attempting to clear machine.

STORE dishwasher racks in a place away from walkways so that they will not topple over or trip people walking by.

USE proper dispenser when adding detergent to dishwasher.

DO NOT open dishwasher while it is operating. Serious scalds could result.

DO NOT change control settings or make repairs unless you are trained to do so.

DO NOT reach into the dishwasher when it is hot as it could result in serious scalds.

## Notes

## Section V

# Ergonomics: Work Related Musculoskeletal Disorders (WMSD) and Safe Work Practices

1. Causes and Symptoms of WMSD
2. Suggested Work Practices to Prevent WMSD
3. Working in a Sitting Position
4. Working in a Standing Position
5. Preventing Back Injury
6. Manual Lifting

# 1. Causes and Symptoms of WMSD

## *Causes*

Musculoskeletal Injury (MSI) is also known as Repetitive Motion Injury (RMI), Repetitive Strain Injury (RSI), Cumulative Trauma Disorder (CTD) and Work Related Musculoskeletal Disorder (WMSD).

**Bad lifting practice. See page 57 for proper lifting technique**

**The causes of MSI are:**

### Job demands:

***Posture:*** Prolonged awkward postures or sitting in a fixed position.

***Force:*** Use of excessive force which overloads muscles and tendons.

***Repetition:*** Use of the same muscles and joints over and over again while doing a repetitive task.

### Workplace Components:

***Manual Material Handling:*** lifting, loading, carrying

***Workstation Design:*** bending, over-reaching

***Equipment and Tools:*** vibration, grip force

***Environment:*** heat, noise, lighting

***Work Organization:*** too much to do, too many types of jobs to do, poor equipment design

## *Symptoms*

Symptoms of musculoskeletal injuries (MSIs) are:

- pain
- numbness
- tingling, and
- clumsiness or loss of grip in fingers, wrist, hand, shoulder and neck.

The onset of MSI is gradual and progressive. Early symptoms are fatigue and pain. As the injury worsens there is swelling, numbness, and pain in the injured area. The following table summarizes the causes and symptoms of some MSIs.

| CAUSE | SYMPTOMS |
|---|---|
| **Repetitive tasks** | Pain in the hands and wrists. |
| **Awkward postures** | Pain in the neck, back and legs. |
| **Improper lifting and transferring of loads** | Back pain, back injury. |
| **Carrying heavy loads, frequently reaching above shoulder level** | Pain, weakness and numbness in the shoulder, arms, and fingers. |
| **Inadequate lighting** | Eye strain, headache, pain in the back and neck due to an awkward position while performing visual tasks. |

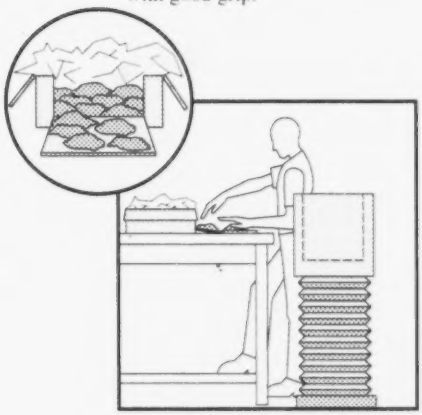
## 2. Suggested Work Practices to Prevent WMSD

### *Posture*

- Organize your work in such a way that your body is in an unstrained, comfortable position with your arms and forearms relaxed.
- Select tool size and shape to maintain a comfortable straight wrist position and a comfortable grip.

### *Repetitive Work*

- Position hand and wrist comfortably.
- Use two hands instead of one hand.
- Reduce repetition as much as possible by pacing your work at a comfortable rate. (e.g. vary tasks)
- Use ergonomically designed tools.
- Maintain tools in good working condition to avoid the need for excessive force.
- Wear gloves and use tool handles with good grip.



**Cutting one wall of the box eliminates bending of the wrist**

- Whenever possible use a mechanical lifting device
- Hand, wrist and upper body exercises can help avoid problems. Ask your doctor or therapist.
- Perform different tasks during the day to avoid undue stress and repetition of any one kind.

### *Lifting and carrying*

- Use a mechanical lifting device wherever possible
- Use gloves to improve grip.
- Lift by holding the load close to the body.
- Get assistance when the load is too large or heavy.
- Follow lifting guidelines. (See page 57)
- Use dollies, rollers and powered belt conveyors to move heavy boxes.

### *Reaching*

- Don't overstretch yourself. Reach only as high as is comfortable for you.
- Use a stool or ladder.
- When reaching down, support your body with one arm.

### *Pushing and pulling*

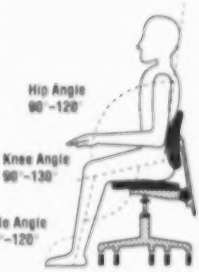
- Stay close to the load.
- Use both arms.
- Push rather than pull whenever possible. You can push twice as much as you can pull.

### *Bending*

- To bend safely, kneel down on one knee.
- Bend your hips and knees, not your back.
- When reaching forward, move your whole body, not just your arms.

## 3. Working in a Sitting Position – "Good" Body Position

Working in good body position prevents injuries of the hands, shoulders and the back




☑ KEEP the joints such as hips, knees and ankles open slightly more than 90°.

KEEP the upper body within 30° of upright positions.

ALWAYS keep the head aligned with the spine.

KEEP upper arms vertical to 20° forward.

KEEP forearms between horizontal and 20° up.

SUPPORT the forearms.

KEEP the wrists straight and aligned with the forearms.

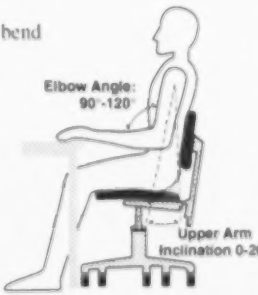
KEEP shoulders low and relaxed.

KEEP elbows tucked in.

TUCK chin in and do not bend forward when looking down and forward.

CHANGE positions frequently within recommended ranges.

CROSS legs alternately.



## Working in a Sitting Position – What to Avoid

Poor workstation design fosters an awkward body position. An awkward body position hinders breathing and blood circulation and contributes to musculoskeletal injuries.

Improper Posture

- SIDE Bending.
- FORWARD Bending.
- SLOUCHING
- SITTING in a fixed posture for more than 50 minutes
- SITTING on a chair that is too high
- BENDING the head forward as it causes neck injury
- SITTING without lumbar support to prevent back pain
- WORKING with arms raised as it causes neck and shoulder pain
- BENDING wrists as it causes muscle cramps
- WORKING with unsupported forearms as it causes shoulder pain
- CRAMMING thighs under worktable or crossing legs as it reduces blood circulation
- WORKING with legs dangling as it destabilizes the body, causing tiredness
- PRESSURE on the underside of thighs as it hinders blood flow and causes swelling in legs

AVOID sitting on a chair that is too low because:

- It disrupts blood circulation in lower legs, causing swelling.
- It puts pressure on internal organs.
- It creates too much pressure on buttocks and causes discomfort.

**Improper Work Station**

AVOID work with a worktable that is too high because:

- It prevents use of proper lumbar support and can cause back injury.
- It overstretches the spine and can cause back injury.
- It forces the head to bend forward and can cause neck injury.
- It stresses shoulders and causes pain.
- It tires the whole body.

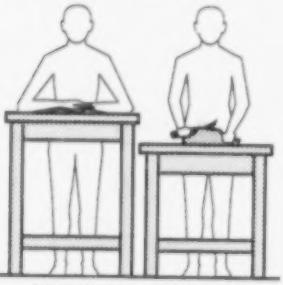
## *Injuries caused by awkward body positions*

| Symptom | Cause |
|---|---|
| Back pain | Sitting without support for your lower area) |
| Muscle cramps | Bending your wrists while you work |
| Reduced blood circulation | Cramming your thighs under a worktable, or crossing your legs |
| Tiredness, throwing your body out of balance | Dangling your legs |
| Swelling in your legs | Pressure on the underside of your thighs that hinders blood flow |

## 4. Working in a Standing Position

Different tasks require different work surface heights to prevent MSI:

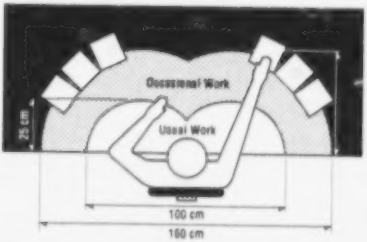
- precision work, such as cleaning or sorting–5 cm above elbow height with elbow support.
- light work, such as peeling and cutting vegetables--about 5-10 cm below elbow height.
- heavy work, demanding downward forces, such as cutting or slicing meat – about 20-40 cm below elbow height.



**Adjustable work surfaces**

☑ ADJUST the height of the work surface according to your height. Use elbow height as the guide.

ORGANIZE your work so that usual operations are within easy reach.



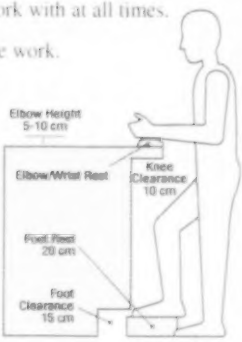
FACE the object that you work with at all times.

KEEP your body close to the work.

ADJUST the workplace to get enough space to change working position.

USE a foot rail or portable footrest to shift body weight from both legs one or the other.

USE a seat while perform ing your job, if feasible or at least occasionally when the work process allows for rest.




DO NOT reach behind the shoulder line. If needed, shift feet to face the object.

DO NOT overextend your reach beyond the point of comfort.

DO NOT reach above shoulder height.

## 5. Preventing Back Injury

Back injury can occur as a result of:

- working in awkward positions for a long time
- lifting heavy objects

AVOID awkward body postures by adjusting the height and position of the work surface to suit your ability to work without stretching and bending.

LIFT an object only if the following conditions are met:

- you can handle the object comfortably and safely
- the weight is within your physical strength
- there is enough room to carry out the lifting
- you can see over the object while carrying it

FOLLOW correct lifting methods.

DO NOT lift heavy objects alone - get help.

DO NOT twist your back when working with heavy loads.

## 6. Manual Lifting

Improper lifting may cause:

- Painful back injuries
- Muscle strain

☑ LET your legs do the lifting. Stand over the object and bend your knees.

PLACE your feet so that you are balanced.

KEEP your back comfortably erect.

GRIP the object so that you hold it securely, and check for slipping.

LIFT by straightening your legs.

MOVE your feet if you must turn while lifting. Do not twist your body. When walking with a load, short steps are best.

WEAR proper gloves or other protective equipment when handling objects with sharp edges, or objects that are very hot or cold.

WEAR the right safety shoes to protect your feet.

USE hoists, dollies, land trucks, conveyors, etc. to do the work whenever possible.

MAKE sure you can fit through narrow places and that your fingers are out of the way when you set the object down.

EXERCISE regularly to maintain muscle tone.

☒ DO NOT bend over when setting a load down. Bend your knees until you are in the same position you were in when you lifted the object. Make sure you do not jam your fingers.

DO NOT attempt to lift a load that is too heavy for you. Get help.

DO NOT lift objects that are slippery, too hot, or unevenly balanced.

## *Manual Lifting – Lifting Bags*

**Store bags at waist height**

**DO NOT BEND over and try to lift bag all at once**

**To lift bags from the ground:**

**1** Raise bag upright

**2** Put one knee against bag

**3** Pull bag up the leg

**4** Rest bag on edge of knee of the other leg

**5** Stand upright

**Carry the load with your back in upright position** **6**

## Notes

## Section VI

# Walking and Working Surfaces

1. Floors
2. Stairways
3. Ladders
4. Storage Areas
5. Refrigerators and Freezers

## 1. Floors

Risks

- slips and falls

☑ MAKE SURE that walking surfaces are uncluttered, non-slippery, clean and have adequate lighting.

IF YOU DROP OR SPILL something, clean it up immediately.

MOP floors with the recommended amount of cleaning product in the water, or cleaning fluid, to avoid leaving slippery floors.

MAKE SURE that floors and aisles do not absorb water and are free from peeling material, especially in areas where there is the possibility of getting wet.

MAKE SURE floors are free from trip hazards such as raised or broken sections.

TREAT floors with slip-resistant products if the floors must be waxed.

PLACE "WET FLOOR" warning signs to prevent people from slipping.

USE non-slip mats and floor finishes.

REPLACE door mat regularly.

WALK–DON'T RUN.

WEAR footwear that is closed, without holes and with non-slip soles. Dirty soles are dangerous.

MARK swinging doors with "IN" and "OUT" signs.

☒ DO NOT leave carts, boxes, trash cans, or other objects on the floors and in the aisles.

Clean up any spills immediately

## 2. Stairways

Risks

- slips
- falls

ENSURE that stairways are well illuminated.

KEEP stairs in good repair and free of obstruction.

USE hand rails.

WHEN CARRYING a load up and down stairs, make sure that the load does not obstruct your vision.

REPORT tripping hazards to your supervisor and place warning signs.

DO NOT store boxes and supplies on the stairs.

DO NOT throw things up or down via stairways.

DO NOT switch off lights in the stairways.

## 3. Ladders

Risks

- falls from portable ladders
- splinters
- slipping

INSPECT ladder before and after each use.

REJECT a ladder if it has loose, broken or missing rungs, loose hinges, loose or missing screws or bolts.

REJECT and tag defective ladders. Have ladder repaired or throw out.

USE ladder designed for your task. Consider strength, type and CSA (in Canada) or ANSI (in the US) rating.

SET UP barricades and warning signs when using a ladder in a doorway or passageway.

LOCATE ladder on a firm footing using slip-resistant feet or secure blocking, or have someone hold the ladder.

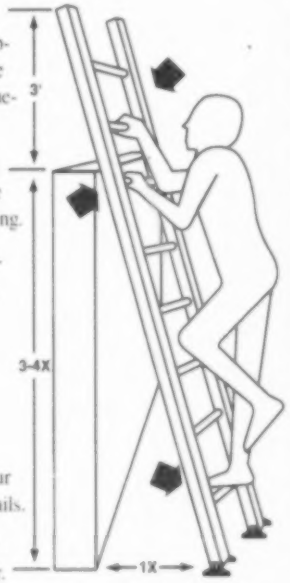
REST both side rails on top support, and secure ladder to prevent slipping.

CLEAN muddy or slippery footwear before mounting ladder.

FACE the ladder when going up or down and when working from it.

KEEP the centre of your body within the side rails.

MAINTAIN three point contact with the ladder.



**Three point contact**

PLACE ladder feet one foot out for every three feet of height

EXTEND ladder at least 1 m (3 ft) above the landing platform.

LOCATE ladder on a firm footing using slip-resistant feet or secure blocking, or have someone hold the ladder.

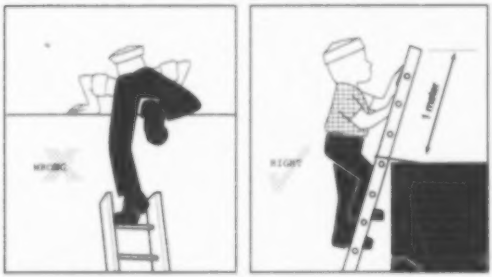
REST both side rails on top support, and secure ladder to prevent slipping.

DO NOT USE ladder in a horizontal position as a scaffold, plank or runway.

DO NOT CARRY objects in your hands while on a ladder. Hoist materials or attach tools to a belt.

DO NOT WORK from top three rungs. The higher you go on a ladder, the greater the possibility that the ladder will slip out at the base.

DO NOT USE makeshift items such as a chair, barrel, milk crate or box as a substitute for a ladder.



## 4. Storage Areas

Risks

- collapse of stored goods
- slipping and tripping

☑ MAKE SURE the shelves are firmly secured in place against walls and on the floor.

ENSURE adequate lighting

STORE chemicals, detergents and pesticides in separate area away from foodstuff.

ENSURE that chemicals which are not compatible with each other are not stored together (Check the MSDS).

STORE heavy items on lower shelves, particularly when cartons contain fluids.

USE bins and racks as much as possible.

LEAVE adequate clearance space between the top of the stored goods and the ceiling in areas protected by a sprinkler system.

STORE cartons in dry areas.

ROTATE stock on a regular basis.

DO NOT block passages in the storage area.

DO NOT stack loose items on the top shelves.

DO NOT overload shelving units.

DO NOT store cardboard cartons in damp areas.

DO NOT overstock.

## 5. Refrigerators and Freezers

Risks

- slips and falls
- electric shock
- exposure to cold

WEAR appropriate PPE such as coat, hat and gloves

DEVELOP a system that enables co-workers to know when someone is working in a walk-in cooler or freezer.

MAKE SURE that walk-in coolers can be opened from inside so that no one is trapped inside the cooler.

LUBRICATE emergency release handles on a regular basis.

MOP up spills immediately.

BEFORE locking the door make sure that no one is inside the walk-in cooler or freezer.

KEEP the floor clear of food products and all obstacles.

ENSURE that lights in walk-in freezers and coolers have protective coverings.

CLEAN freezers and coolers on a regular basis.

DO NOT leave debris or foodstuffs on the floor.

## Section VII

# Personal Protective Equipment

1. PPE Checklist
2. Clothing
3. Aprons
4. Footwear
5. Hand Protection
6. Eye Protection
7. Respirators

## 1. Personal Protective Equipment (PPE)–Checklist ✓

| Yes | No | |
|---|---|---|
| □ | □ | Do you know what personal protective equipment (PPE) is required by government regulations for the jobs you perform? |
| □ | □ | Do you review MSDSs and labels when working with chemicals to find out what PPE is required? |
| □ | □ | Is your PPE certified for its intended use by a standards authority (CSA, CGSB, NIOSH, ANSI)? |
| □ | □ | Have you been properly trained in the need for and use of PPE? |
| □ | □ | Do you select the proper PPE from a number of choices? |
| □ | □ | Is appropriate PPE made available to you? |
| □ | □ | Are you being individually fitted for appropriate PPE? |
| □ | □ | Does your PPE fit properly? |
| □ | □ | Have you been instructed on how to properly care for and maintain your PPE? |
| □ | □ | Do you have proper storage and cleaning facilities? |
| □ | □ | Do you return used or damaged equipment in order to receive a reissue? |
| □ | □ | Do you maintain PPE properly? |
| □ | □ | Does your supervisor check PPE to ensure that it is serviceable? |
| □ | □ | Does the PPE program record usage of PPE? |
| □ | □ | Do you know your organization's written policy or practice about the proper use of PPE? |
| □ | □ | Are you aware of management's commitment to the PPE program? |
| □ | □ | Do you or your health and safety committee or representatives review the PPE rules and procedures? |
| □ | □ | Do you or your health and safety committee or representatives help identify the needs for PPE? |

## 2. Clothing

- Wear snug fitting clothing with all buttons fastened.
- If sleeves are not close fitting, roll them up. Billowing sleeves could get caught in machinery or catch fire.
- Health regulations require that all food handlers wear hair nets or other approved hair restraints.

## 3. Aprons

- Aprons should be made from non-combustible and flame resistant materials which do not melt under heat.
- Aprons for washing jobs should be made from waterproof material and should extend below the top of waterproof boots to prevent water from entering the boots.

## 4. Footwear

- Use slip-resistant shoes.
- Slip-resistant qualities are lost when shoes are dirty or worn out. Work shoes should preferably be left at work and not used to commute to and from work.
- Footwear with internal steel toecap is recommended for persons involved in lifting and carrying heavy loads.

## 5. Hand Protection

Use appropriate gloves as hand protection.

CHOOSE hand protection that adequately protects from the specific hazard.

FOLLOW manufacturer's instructions for care and maintenance of gloves.

ENSURE all exposed skin is covered by gloves. Gloves should be long enough so that there is no gap between the glove and sleeve.

WASH off all chemical-protective gloves with water before removing them.

INSPECT and test gloves for defects before using.

TEST all rubber or synthetic gloves for leaks by inflating them.

## *Tips for Inspection of Gloves*

**1. Hold cuff as illustrated, with thumbs inside. Stretch cuff slightly.**

**2. Swing glove outward and over towards the face, two or three times, trapping air inside.**

**3. Squeeze inflated portion of glove with right hand causing rubber to distend and magnify any defect.**

DO NOT use worn or torn gloves.

DO NOT wear gloves while working on moving equipment; they could get caught.

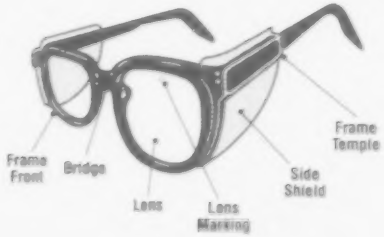
## 6. Eye Protection

Eye protection is needed when there is risk of eye injury from splashes, chemicals, flying particles and splinters. Refer to CSA Standard Z94.3 in Canada or ANSI Standard Z87.1 for eye and face protection

### *Fit*

☑ ENSURE your safety glasses fit properly. Eye size, bridge size and temple length all vary, so safety glasses need to be individually assigned and fitted.

WEAR safety glasses so that the temples fit comfortably over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.




### *Care*

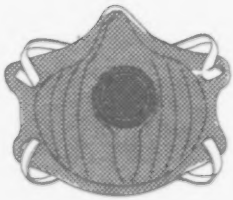
☑ CLEAN your safety glasses daily. Follow the manufacturer's instructions. Avoid rough handling which can scratch lenses. Scratches impair vision and can weaken lenses.

STORE your safety glasses in a clean, dry place where they cannot fall or be stepped on. Keep them in a case when they are not being worn.

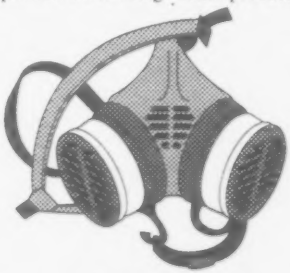
REPLACE scratched, pitted, broken, bent or ill-fitting glasses. Damaged glasses interfere with vision and do not provide adequate protection.

## 7. Respirators

Respirators may be needed for protection from inhaling harmful dusts, aerosols or vapours. The product labels and also the material safety data sheets provide information about the need for respirators while using certain products.



**Particulate Respirator**



**Chemical Cartridge Air-purifying Respirator**

### *Care and Maintenance*

INSPECT before and after each use and during cleaning.

REPLACE all parts that are cracked, torn, broken, missing or worn.

FOLLOW manufacturer's instructions and CSA Standard Z94.4 or ANSI Standard Z88.2 for care and maintenance.

DISCARD defective respirators.

#### *Facepiece*

ENSURE that there are no holes or tears.

INSPECT for cracked, scratched or loose-fitting lenses. For full facepiece, check for any missing mounting clips.

ENSURE that metal nose clip on disposable respirators forms easily over the bridge of the nose.

## *Headstrap/Harness*

CHECK webbing for breaks.

LOOK for deterioration of elasticity.

REPLACE excessively worn head harness.

## *Inhalation and Exhalation Valves*

ENSURE valve and valve seat are free of detergent residue, dust particles, or dirt which may cause a poor seal or reduce efficiency.

REPLACE missing or defective valve cover.

## *Filter Element*

ENSURE that filter and mask are certified for use together.

CHECK that you are using a filter approved for the specific hazard.

DO NOT MIX parts from different manufacturers.

INSPECT both filter threads and facepiece threads for wear.

CHECK filter housing for cracks or dents.

CHECK end of service life indicator for gas masks. Check expiration date.

## *Repair, Cleaning and Storage*

FOLLOW manufacturer's instructions.

DO NOT clean with solvents.

WASH with a mild dish detergent or a combination of detergent and disinfectant. Use a brush and warm water (49-60 deg C).

RINSE with clean water, or rinse once with a disinfectant and once with clean water. The clean water rinse removes excess detergent or disinfectant that can cause skin irritation or dermatitis.

DRY on a rack, or clean surface or hang from a clothes line. Position the respirator so that the facepiece rubber will not "set" crookedly as it dries.

STORE respirator at the end of each shift to protect it from dust, sunlight, heat, extreme cold, excessive moisture, and chemicals.

CLEAN and disinfect shared respirators after each use.

RECORD repairs and/or inspections.

CHECK for distortion caused by improper storage.

## *Section VIII*

# Work Environment

1. Ventilation
2. Lighting
3. Noise
4. Heat

## 1. Ventilation

Health and Safety Concerns:

- carbon monoxide toxicity
- unpleasant odours
- headaches, drowsiness, annoyance and stress
- eye irritation
- fires (flammable gases and vapours)

REPORT to your supervisor any occurrence of nuisance odours, dusts, gases, vapours, fumes and smoke. These symptoms indicate that something is wrong with the ventilation system.

MAKE SURE that the local exhaust system efficiently removes contaminated air, odours, fumes, smoke, steam and vapours of cooking oils and greases from cooking areas.

MAKE SURE that the filter systems are changed and maintained on a regular basis.

ENSURE that the ventilation system conforms with the National Building Code and the local Fire and Public Health Regulations.

MAKE SURE that whenever there are significant renovations or changes in the workplace design or work activities, any needed changes are made in the ventilation to maintain the required level of effectiveness.

DO NOT block air filter units.

DO NOT remove air filter units when the system is operating.

DO NOT block ventilation ducts.

## 2. Lighting

Health and Safety Concerns

- poor visibility
- increased risk of falling, burns, electric shock

ENSURE that the quality and intensity of lighting is adequate for performing tasks and for safety.

REPORT to your supervisor any inadequate lighting conditions.

ENSURE that covers are intact on all light fixtures.

LET light bulbs cool before changing them.

MAKE SURE that there is no excessive glare from windows or reflections from bright surfaces. Glare interferes with visual tasks and causes eye strain.

MAKE SURE that your eyes have time to adapt to changes in lighting level as you move from one area to another. This is very important for safety. We cannot see properly when we first move from a brightly illuminated area to a darker area. The eyes need a few minutes to adjust to the dark area.

DO NOT use boxes or chairs as ladders to reach bulbs. Use a proper ladder.

DO NOT use wet cloth to remove hot bulbs.

### *Recommended Lighting Level*

| | |
|---|---|
| **Kitchen** | 500 – 1000 lux (50 – 100 footcandles) |
| **Dining area** | 50 – 100 lux (5 –10 footcandles) |

*Sources: Illuminating Engineering Society of North America IES lighting Hand Book, 1981, Applications Volume, p. 2-6*

## 3. Noise

Risks

- stress and reduced attention
- temporary hearing loss
- permanent hearing loss after years of noisy work

Noise is too loud when:

- you have difficulty talking to someone.
- you hear a ringing sound in your ears after prolonged exposure.
- your hearing is numb at the end of the work shift and returns to normal the next morning.

MINIMIZE the time you spend near noisy equipment.

INQUIRE about the level of noise and compliance with noise regulations. Industrial noise regulations permit exposure to 85-90 dB(A) on the "A" scale), noise level for an 8 hour work shift. Noise interferes with verbal communication at about 55dB(A) or more. We normally talk at 60-65dB(A).

THE BEST method of protection is to use quieter equipment, enclosures, and noise reducing materials. As an interim measure you should use hearing protection.

USE hearing protection as required by your employer.

KEEP mixers, blenders and trolleys in good running condition.

DO NOT remove noise control retrofits from equipment, walls and ceilings.

DO NOT use defective mixers and blenders.

## 4. Heat

Risks

The most serious illness is heat stroke, which may be fatal. Heat stroke occurs as a result of working in very hot environments. The symptoms include poor coordination and abnormal behavior which the person may not be aware of, hot and dry skin, and loss of consciousness. Co-workers must learn to recognize symptoms of heat stroke and seek medical help.

Some Less Serious Heat Illnesses

- **Heat edema:** swelling of the ankles.
- **Heat rashes:** tiny red spots on the skin that cause a prickling sensation during heat exposure.
- **Heat cramps:** sharp pains in muscles resulting from the failure to replace salt lost from sweat.
- **Heat exhaustion:** weakness, dizziness, visual disturbances, intense thirst, nausea, headache, vomiting, diarrhoea, muscle cramps, breathlessness, palpitations, and tingling and numbness of the hands and feet.
- **Heat syncope (fainting):** caused by the loss of body fluids through sweating, and by lowered blood pressure, due to pooling of blood in the legs while working in a standing position.

How hot we feel depends on temperature, humidity (moisture content of the air), wind speed (air movement), and physical activity. The harder we work the hotter we feel.

In the weather forecast, the degree of environmental heat is often given in terms of "humidex" which is the combined effect of temperature and humidity. Humidex is related to the feeling of thermal comfort.

| Humidex Range | Degree of Comfort |
|---|---|
| 20-29 | comfortable |
| 30-39 | varying degrees of comfort |
| 40-45 | uncomfortable |
| 46 and over | many types of labour must be restricted |

- [ ] LEARN to recognize heat illnesses. If you notice a co-worker fainting, dizzy, confused or sweating, consider these as signs of heat illness.

SEEK medical help as soon as possible and help the victim move to a cool place.

ACCLIMATIZE your body.

People who work regularly in hot environments develop a certain degree of tolerance for heat. This process is known as acclimatization. Most of the acclimatization occurs in the first three or four days, and complete acclimatization may require seven to eleven days. You may need to re-acclimatize when you return to work after a prolonged absence.

WEAR cool clothing for adequate protection in hot and humid conditions.

SET work-rest schedule for hot working conditions. If practical, workers should be encouraged to set their own work and rest schedules. Ask your supervisor about your company's policy in this regard.

## *Section IX*

# Employee Hygiene and Food Safety

1. Personal Hygiene
2. Cleaning and Sanitizing Kitchens
3. Food Safety

## 1. Personal Hygiene

Inadequate personal hygiene can cause:

- food contamination
- food poisoning
- spreading of infection

☑ MAINTAIN GOOD PERSONAL HYGIENE. This includes daily baths or showers, frequent shampoos, clean clothes, and good dental hygiene.

WASH YOUR HANDS

Dirty hands are prime culprits in transmitting contaminants to food. Scrub hands after touching food; after touching body parts such as the mouth, or after going to the washroom; before performing the next job function.

SANITIZE HANDS AFTER WASHING if a facility is available.

IMMEDIATELY REPORT any symptoms of illness or infection to a doctor.

KEEP UP-TO-DATE on sanitation standards set by management/supervisors on a regular basis.

IF YOU GET A CUT, cover with a bandage and wear clean plastic gloves.

CHANGE GLOVES if you touch anything that would require washing hands.

USE TOOLS OR UTENSILS TO SERVE FOOD when ever possible. Touch food with hands as little as possible.

WEAR HAIR NETS to prevent deposition of loose hair on food. The average person loses about 50 hairs per day.

USE A CLEAN SPOON each time you sample food.

## *Hand Washing Tips*

USE HOT WATER as hot as the hands can comfortably stand.

USE A BRUSH FOR NAILS to remove contaminants under the nails.

WASH FOR 30 SECONDS the hands, wrists, forearms up to elbow and other areas that may come in contact with food.

RINSE THOROUGHLY and dry using single service towel or hot-air dryer.

DO NOT SMOKE in food preparation areas.

DO NOT touch eating ends of flatware.

DO NOT use your hands to remove leftover food from plates.

DO NOT come to work if you have a cold or a sore throat. Coughing and sneezing will contaminate food and the work area with germs.

DO not wear rubber or latex gloves near open flames or other heat sources. Gloves may melt or catch fire.

AVOID WEARING jewelry in food preparation areas, especially rings; they may catch dirt and make it harder to clean hands.

DO NOT comb your hair in food preparation areas.

DO NOT leave articles of clothing in the kitchen. Use the closet or cloak room.

## 2. Cleaning and Sanitizing Kitchens

Foodborne illness can occur as a result of using improper cleaning, and storage techniques in your kitchen. Follow these food safety tips to decrease the risk of foodborne illness in your home.

### *Cleaning*

The highest levels of contamination are found in areas that are damp, such as kitchen sponges, dishcloths, sink drains, and faucet handles.

MAINTAIN general cleanliness of the kitchen:

- Dispose food scraps properly and remove crumbs
- Wipe counters clean with soap and water and sanitize with a disinctant
- Sweep wet mop floors to remove food
- Clean stoves and ovens after use

INSPECT kitchen for signs of microbiological growth such as mould, slime, and fungi and clean affected area.

INSPECT the kitchen for any plumbing leaks. Notify your supervisor if you notice any leaks.

PROVIDE equipment and material used to clean and disinfect an establishment andprocessing equipment in adequate quantities.

ENSURE that cleaning equipment and materials are conveniently located in the establishment.

WIPE raw meat, fish or poultry juices using paper towels and then discard theses paper towels

CLEAN using hot water and soap. This is effective but may not kill all strains of bacteria

USE a separate cutting board for raw meat and raw animal products. Plastic cutting boards may be safer for cutting meat and poultry because they are easier to clean.

CLEAN AND DISINFECT cutting boards after use.

SANITIZE cutting boards and counter tops, the kitchen sink drain, disposal and connecting pipe by pouring a mild chlorine bleach solution (5 ml/1 tsp. bleach per 750 ml/3 cups water) or a commercial kitchen cleaning agent.

WASH dishes within two hours of using them to help prevent harmful bacteria from multiplying. It is best to air dry dishes and not to handle them while they are wet.

WASH forks, knives, plates, platters, containers thoroughly.

WASH HANDS with warm water and soap for at least 20 seconds before and after handling raw food, especially meat and poultry.

WEAR rubber or plastic gloves, or cover cuts with a bandage. If you have an infection or cut on your hands.

WASH gloved hands just as often as bare hands because the gloves can pick up bacteria.

CLEAN pantry regularly where dry goods, pasta, rice, canned foods, and cereals are stored to prevent buildup of crumbs and other pieces of food.

WASH kitchen towels, sponges and cloths, refrigerator handles often to prevent bacterial growth in them.

WASH the lids of canned foods before opening to keep dirt from getting into the contents.

CLEAN the blade of the can opener after each use.

CLEAN food processors, meat grinders and blenders as soon as possible after use.

LAUNDER dish cloths and sponges regularly.

DO NOT re-use wash cloths after wiping countertops, especially after cleaning up raw meat juice, until they have been throughly cleaned.

DO NOT reuse any container or bowl that has held raw foods, especially raw meat and poultry until it has been thoroughly cleaned.

## *The Refrigerator and Freezer*

ENSURE the refrigerator is set at 4°C (40°F). If you are unsure of its temperature, use a thermometer and adjust the temperature control as required.

CLEAN the insides of refrigerators and microwave ovens regularly .

KEEP Frozen food at -18°C (0°F) or less. This temperature stops bacterial growth, although it may not kill all bacteria already present before freezing.

PUT groceries that require refrigeration or freezing in the refrigerator or freezer as soon as possible after they are purchased.

STORE food packages on plates so that their juices do not drip on other food.

CLEAN the refrigerator and freezer regularly to remove spoiled foods that may transfer bacteria or molds to other food.

DO NOT overstock the refrigerator. Allow the cool air to circulate freely. When storing raw meat, poultry or fish in the refrigerator

*Source: Canadian Food Inspection Agency* website: http://www.inspection.gc.ca/english/anima/mainanimae.shtml

**For more information on food borne illness and safe food handling practices, visit:**

*Canadian Food Inspection Agency* website at http://www.inspection.gc.ca

*US Environmental Protection Agency* website at http://www.epa.gov/iaq/schools/tfs/foodserv.pdf

*United States Department of Agriculture Food Safety and Inspection Service*, at website http://www.fsis.usda.gov/OA/pubs/haccpkit.htm

## 3. Food Safety

Safe handling of food is EXTREMELY IMPORTANT to prevent:

- spreading of germs/growth of bacteria
- food-borne illness

☑ MAKE SURE that cleaning tools and supplies such as sponges, mops and brushes are clean and properly sanitized.

INSPECT all food supplies received at the back door.

RINSE raw fruits and vegetables before using them.

PREVENT CROSS CONTAMINATION of one food by another. Store them separately. Keep separate areas and cutting boards for working with different foods.

COVER all foods in storage areas.

KEEP refrigerators clean and dry.

CHECK refrigerator/freezer temperatures regularly, using a thermometer near the door.

STORE FOOD at a temperature to prevent bacteria growth. (See Temperature Chart)

STORE cooked food separate from raw food to prevent cross-contamination.

STORE ready-to-eat food above raw food, never below, because raw food juices could drip and contaminate prepared food.

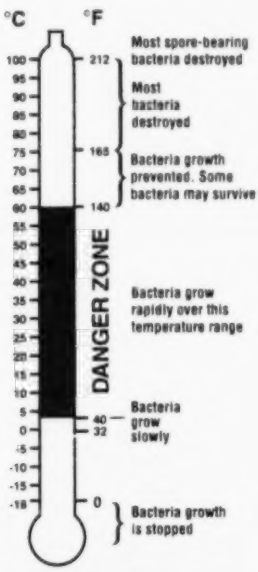
COOL cooked food quickly, and reheat leftover foods quickly.

DISPOSE of garbage on a regular basis to prevent bacteria and flies.

☒ DO NOT overload refrigerators.

NEVER USE the same utensils for raw and cooked food.

DO NOT REFREEZE FOODS. When food thaws, bacteria grow. Refreezing food means storing food with high bacteria content.




**Temperature Danger Zone for Food**

DO NOT keep foods too long. Use a dating system to ensure foods are used quickly.

FOLLOW the first in, first out rule, i.e. use the oldest food first.

NEVER USE hot food holding equipment for reheating and cold holding equipment for cooling.

DO NOT STORE GARBAGE in food preparation area. If possible, store garbage in a cold place to prevent bacteria growth and flies.

## Notes

## Section X

# Health and Safety Legislation

## In Canada

### 1. What Does the OH&S Legislation Say?

- Government's Responsibilities
- Worker's Rights and Responsibilities
- Employer's Responsibilities
- Joint Health and Safety Committee
- Role of Joint Health and Safety Committee
- Work Refusals

### 2. Workplace Hazardous Material Information System (WHMIS)

- WHMIS Symbols and Classes

### 3. Fire Code

### 4. Building Code

## In the US

### 5. US Occupational Safety and Health Legislation

- General Outline
- Duties of Employers
- Duties of Employees
- Key Provisions
- Hazard Communication
- Hazard Warning Signs and Symbols

**The purpose of Occupational Health and Safety (OHS) legislation is to protect you, the worker, against hazards on the job. It outlines the general rights and responsibilities of the employer, the supervisor and the worker.**

**The law makes both you and your employer jointly responsible for workplace health and safety.**

## *In Canada*

### 1. What does the Occupational Health and Safety legislation say?

Each of the provinces and the federal government have their own OHS legislation. The details of the OHS legislation vary slightly from one jurisdiction to another but the basic elements are the same. These basic elements include the following:

#### Government's Responsibilities

i) to establish and enforce occupational health and safety legislation

ii) to conduct workplace inspections

iii) to disseminate information

iv) to promote training, education and research

#### Worker's Rights

i) to refuse unsafe work

ii) to participate in the workplace health and safety activities through Joint Health and Safety Committee (JHSC) or worker health and safety representative

iii) to know actual and potential dangers in the workplace

#### Worker's Responsibilities

i) to work in compliance with OH&S act and regulations

ii) to use personal protective equipment and clothing as directed by the employer

iii) to report workplace hazards and dangers

iv) to work safely

### Employer's Responsibilities

i) to establish and maintain a joint health and safety committee, or cause workers to select at least one health and safety representative

ii) to take every reasonable precaution to ensure workplace is safe

iii) to inform and train employees about any potential hazards

iv) to supply personal protective equipment and ensure workers know how to use the equipment safely and properly

v) to immediately report all critical injuries to the government department responsible for OHS

vi) to train all employees how to safely use, handle, store and dispose of hazardous substances and handle emergencies

### Joint Health and Safety Committee

i) must be composed of one half management and at least one half labour representatives

ii) must meet regularly as required by the OH&S legislation

iii) must be co-chaired by one management chairperson and one worker chairperson

iv) employee representatives are elected or selected by the workers, or their union

### Role of Joint Health and Safety Committee

i) to act as an advisory body

ii) to identify hazards and obtain information

iii) to recommend corrective actions

iv) to assist in resolving work refusal cases

v) to participate in accident investigations and workplace inspections

## Work Refusals

You can refuse work if you have reason to believe that the situation is unsafe to either yourself or your co-workers.

i) you must report to your supervisor that you are refusing to work and state why you believe the situation is unsafe

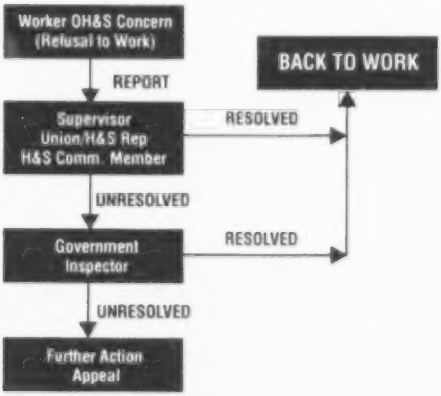
ii) You, your supervisor, and a JHSC member or worker representative will investigate

iii) you return to work if the problem is resolved

iv) if the problem is not resolved, a government health and safety inspector is called

v) your supervisor may assign you reasonable alternative work

vi) inspector investigates and gives decision



## 2. Workplace Hazardous Materials Information System

***WHMIS (Pronounced whimiss)***

WHMIS applies to all Canadian workplaces. It requires that all workers who work with or near a hazardous substance (controlled product) be informed about its potential hazards and recommended safe work practices. WHMIS requires that information be provided in three ways:

1. All controlled products used in the workplace must have a WHMIS label on the container.
2. Material Safety Data Sheets (MSDS) and hazard information must be readily available in the work place. A MSDS summarizes the health and safety information about the product.
3. Workers must receive training to be able to recognize and work safely with chemicals.

The **HAZARD SYMBOL** is an important part of the WHMIS label. It warns the user that a particular hazard exists. Actual hazards from toxic substances depend on the amount (level and duration) of exposure. A brief exposure at high levels may result in chemical poisoning within hours. Prolonged exposure at low levels may cause illness after several years.

## 3. Fire Code

The Fire Code sets the requirements for fire prevention and protection. These include requirements for:

i) building design complementing the building code

ii) fire protection and fire detection systems

iii) storage of specific materials

iv) fire inspections

**Authority:** The Fire Code is enforced by the local fire department in your city.

**Information and Training:** Contact your local fire department for additional information and employee education in fire safety procedures.

## 4. Building Code

The Building Code sets standards and guidelines for buildings, structures and systems. Heating, ventilations, storage, renovations and maintenance requirements are part of the Building Code.

The objective of the Building Code is to make sure that:

i) buildings are structurally adequate for their intended use;

ii) structures and materials can withstand temperature extremes and ice and snow loads;

iii) building design meets fire safety code, electrical safety code and other regulatory requirements;

iv) building is suitable for the planned occupancy.

**Information:** Contact your employer or the city for information regarding the building code applicable to your workplace.

# WHMIS SYMBOLS AND CLASSES

| | |
|---|---|
| **CLASS A Compressed Gas** | Contents under high pressure. Cylinder may explode or burst when heated, dropped or damaged. |
| **CLASS B Flammable and Combustible Material** | May catch fire when exposed to heat, spark or flame. May burst into flames. |
| **CLASS C Oxidizing Material** | May cause fire or explosion when in contact with wood, fuels and other combustible material. |
| **CLASS D, Division 1 Poisonous and Infectious Material:** ***immediate and serious toxic effects*** | Poisonous substance. A single exposure may be fatal or cause serious or permanent damage to health. |
| **CLASS D, Division 2 Poisonous and Infectious Material:** ***other toxic effects*** | Poisonous substance. May cause irritation. Repeated exposure may cause cancer, birth defects, or other permanent damage. |
| **CLASS D, Division 3 Poisonous and Infectious Material:** ***biohazardous infectious material*** | May cause disease or serious illness. Drastic exposures may result in death. |
| **CLASS E Corrosive Material** | Can cause burns to eyes, skin or respiratory system. |
| **CLASS F Dangerously Reactive Material** | May react violently causing explosion, fire or release of toxic gases, when exposed to light, heat, vibration or extreme temperatures. |

## Notes

# 5. US Occupational Health and Safety Legislation

## General Outline

In the United States of America (US) the Occupational Safety and Health Act is popularly known as OSHAct. The Occupational Safety and Health Administration (OSHA) is responsible for administering the OSHAct.

The OSHAct does not cover the following four categories of people:

- self-employed persons
- farms which employ only immediate family members of the farm employer
- workers covered by other legislation
- state and local government employees

Regulations dealing with OSHA are published in Title 29 of the Code of Federal Regulations as:

- 29 CFR Part 1910—Occupational Safety and Health Standards
- 29 CFR Part 1926—Construction Standards

These standards define exposure limits, exposure monitoring metho ds, medical surveillance and protective measures.

## Duties of Employers

The OSHAct sets out two main duties for employers:

- Employers must provide a workplace which is free from hazards that are known to cause or likely to cause death or serious physical harm to employees.
- Employers must comply with occupational safety and health standards under the Act.

## Duties of Employees

Employees must comply with occupational safety and health standards, rules, regulations and orders which are applicable to their own conduct and actions.

## Key Provisions

Some of the key provisions of the OSHAct are to:

- assure, insofar as possible, that every employee has safe and healthy working conditions.
- require employers to maintain accurate records of exposures to potentially toxic materials or harmful physical agents and inform employees of the monitoring results.
- allow at least one employee representative to be present during a walk-around
- implement procedures for investigating alleged violations, at the request of any employee or employee representatives, issuing citations and assessing monetary penalties against employers.

## Hazard Communication

The intent of the OSHA Hazard Communication Standard is to provide employees with information and training about the potential health hazards from exposure to workplace chemicals. The Standard requires that employee training includes:

- explanations of the requirements of the standard
- identification of workplace operations where hazardous chemicals are present
- knowledge of the methods and observations used to detect the presence of hazardous workplace chemicals
- assessment of the physical and health hazards of those chemical;
- warnings about hazards associated with chemicals in unlabelled pipes;

- descriptions of hazards associated with non-routine tasks;
- details about the measures employees can take to protect themselves against these hazards, including specific procedures
- explanation of the labelling system
- instructions on location and use of material safety data sheets (MSDSs)
- details on the availability and location of the hazardous materials inventory, MSDSs, and other written hazard communication material

## Hazard Warning and Symbols

Chemicals produced in the US come under OSHA Hazard Communication Standard. The label on the container must warn about potential hazards of the product. OSHA does not require hazard symbols on the label, however, the skull and crossbones symbol is acceptable on containers of highly toxic substances and the flame symbol is acceptable on containers of flammable substances.

## Notes

Section XI

# Information Sources

1. Canadian Government Departments with Chief Responsibility for Occupational Health and Safety
2. US Federal Safety and Health Agencies
3. US State OSHA Agencies
4. Foodservice Safety Websites

## 1. Canadian Government Departments with Chief Responsibility for Occupational Health nd Safety

### Canadian Centre for Occupational Health and Safety (CCOHS)

**Client Services**
Phone: (905) 570-8094
Toll-free: 1-800-668-4284 (Canada and US only)
Fax: (905) 572-2206
E-mail: clientservices@ccohs.ca
Web Site: www.ccohs.ca

**Inquiries Service**
***(FREE answers to your OH&S questions)***
Phone: (905) 572-4400
Toll-free: 1-800-263-8466 (Canada only)
Fax: (905) 572-4500
E-mail: inquiries@ccohs.ca
OSH Answers Web Site: www.ccohs.ca/oshanswers

### Federal Jurisdiction

**Labour Program**
**Human Resources Development Canada**
Ottawa ON K1A 0J2
Phone: (819) 997-3292
Fax: (819) 953-3162
Web Site: http://labour-travail.hrdc-drhc.gc.ca/index.cfm?fuseaction=english

### Provincial Jurisdictions

#### *Alberta*

**Workplace Health and Safety**
**Alberta Human Resources and Employment**
10808 - 99 Avenue
Edmonton AB T5K 0G5
Call Centre: 1-866-415-8690
Fax: (780) 422-3730
E-mail: whs@gov.ab.ca
Web Site: http://www3.gov.ab.ca/hre/whs/

## *British Columbia*

**Workers' Compensation Board of British Columbia**
6951 Westminster Highway
PO Box 5350 Stn Terminal
Richmond, BC V6B 5L5
General Inquiries: (604) 273-2266
Toll-free in BC: 1-800-661-2112
Fax: (604) 276-3247

**Prevention Information Line:**
Phone: (604) 276-3100
Toll-free in BC: 1-888-621-SAFE(7233)

**After hours health and safety emergency and accident reporting:**
Phone: (604) 273-7711
Toll-free: 1-888-621-SAFE (7233)
Fax: (604): 276-3247
Web Site: http://www.worksafebc.com/

## *Manitoba*

**Workplace Safety and Health Division**
**Manitoba Labour and Immigration**
200-401 York Avenue
Winnipeg, MB R3C 0P8
General Inquiries: (204) 945-3446
Toll free in Manitoba: 1-800-282-8069
After hours: (204) 945-0581
Fax: (204) 945-4556
Web Site: http://www.gov.mb.ca/labour/safety/

## *New Brunswick*

**Workplace Health, Safety and Compensation Commission of New Brunswick**
1 Portland Street, P.O. Box 160
Saint John, N.B. E2L 3X9
Phone: (506) 632-2200
Toll-free in NB: 1-800-442-9776
Fax: (506)632-4999
Web Site: www.whscc.nb.ca/

**Prevention:**
500 Beaverbrook Court
Fourth Floor
Fredericton, NB E3B 5X4
Phone: (506)453-2467
Toll-free:1-800-442-9776
Fax: (506)453-7982
E-mail: prevention@whscc.nb.ca
Web Site: http://www.whscc.nb.ca

## *Newfoundland and Labrador*

**Department of Labour**
**Occupational Health and Safety Branch**
Confederation Building, 4th Floor, West B. ..k
PO Box 8700
St. John's, NF A1B 4J6
General Inquiries: (709) 729-2664
Occupational Health and Safety Branch: 1-800-563-5471
Fax: (709) 729-6639
To report a serious accident: (709) 729-4444
Web Site: www.gov.nf.ca/env/labour/OHS

## *Northwest Territories and Nunavut Territory*

**Workers' Compensation Board of the Northwest Territores and Nunavut**
PO Box 8888
Yellowknif.e NT X1A 2R3
General Inquiries: (867) 920-3888
Toll free:1-800-661-0792
Toll-free fax: 1-866-277-3677
E-mail: yellowknife@wcb.nt.ca
Web Site: http://ww::.wcb.nt.ca/home.htm

**Iqaluit**
PO Box 669
Iqualuit NU
X0A 0H0
Phone: (867)979-8500
Fax: (867)999-8501
Toll-free: 1-877-404-4407
E-mail: iqaluit@wcb.nt.ca
Web site: http://www.gov.nu.ca

## *Nova Scotia*

**Nova Scotia Department of Environment and Labour**
**Occupational Health and Safety Division**
5151 Terminal Rd., 6th Floor
PO Box 697
Halifax, NS B3J 2T8
General Inquiries: (902) 424-5400
Toll free in NS: 1-800-952-2687
Fax: (902) 424-3239
E-mail: labr.labrohs@gov.ns.ca
Web Site: http://www.gov.ns.ca/enla/ohs/

## *Ontario*

**Occupational Health and Safety Branch**
**Ministry of Labour**
400 University Avenue, 7th Floor
Toronto, ON M7A 1T7
General Inquiries: (416) 326-7770
Toll free: 1-800-268-8013
Fax: (416) 326-7761
E-mail: webohs@mol.gov.ca
Web Site: http://www.gov.on.ca/lab/ohs/ohsc.htm

## *Prince Edward Island*

**Workers' Compensation Board of PEI**
**Occupational Health and Safety Division**
PO Box 757
Charlottetown, PE C1A 7L7
General Inquiries: (902) 368-5680
Toll-free in PEI: 1-800-237-5049
Fax: (902) 368-5705
Web Site: www.wcb.pe.ca

## *Québec*

**Commission de la sante et la securite du travail**
**Centre Administratif**
1199, rue de Bleury, CP 6056
Succursale Centre-ville
Montreal QC H3C 4E1
Phone: (514) 906-3060
Fax: (514) 906-3062
Web Site: http://www.csst.qc.ca

## *Saskatchewan*

**Occupational Health and Safety Division**
**Saskatchewan Labour**
1870 Albert Street
Regina SK S4P 3V7
Toll-free : 1-800-567-7233

**Saskatoon Office:**
122 3rd Ave. N.
Saskatoon SK S7K 2H6
Toll-free: 1-800-667-5023
Web Site: http://www.labour.gov.sk.ca

## *Yukon Territory*

**Yukon Workers' Compensation Health and Safety Board**
401 Strickland Street
Whitehorse, YT Y1A 5N8
General Inquiries: (867) 667-5645
Toll free in the Yukon: 1-800-661-0443
Fax: (867) 393-6279
Web Site: http:// www.wcb.yk.ca

## 2. US Federal Safety and Health Agencies EPA

### US Environmental Protection Agency (EPA)

Ariel Rios Building
1200 Pennsylvania Avenue N.W.
Washington, DC 20460
Phone: (703) 412-9810
Toll-free: 1-800-424-9346
Web Site: www.epa.gov

### National Institute for Occupational Safety and Health (NIOSH)

4676 Columbia Parkway
Cincinnati, OH 45226
**Publications Dissemination**
Phone: (513) 533-8328
Fax: (573) 533-8573
Toll-free in the US: 1-800-35-NIOSH
(1-800-356-4674)
Outside the US: (513) 533-8328
Web Site: www.cdc.gov/NIOSH/about.html

### Occupational Safety & Health Administration (OSHA)

200 Constitution Ave., NW
Washington, DC 20210
Phone: (202) 693-1999
Toll-free in the US: 1-800-321-OSHA (6742)
Web Site: www.osha

**All International Inquiries**
U.S. Department of Labor
Occupational Safety and Health Administration
Division of International Affairs, Room N3641
200 Constitution Avenue
Washington, D.C. 20210
Phone: (202) 693-2400

*A listing of the Regional Offices follows:*

## *OSHA Regional Offices*

**Region 1: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont, US Dept. of Labor—OSHA**

JFK Federal Building, Room E340
Boston, MA 02203
Phone: (617) 565-9860
Fax: (617) 565-9827
Web Site: www.osha.gov/oshdir/r01.html

**Region 2: New Jersey, New York, and Puerto Rico, Virgin Islands, USA Dept. of Labor—OSHA**

201 Varick St., Rm. 670
New York, NY 10014
Phone: (212) 337-2378
Fax: (212) 337-2371
Web Site: www.osha.gov/oshdir/r02.html

**Region 3: District of Columbia, Delaware, Maryland, Pennsylvania, Virginia and West Virginia, USA Dept. of Labor—OSHA**

The Curtis Center-Suite 740 West
170 S. Independence Mall West
Philadelphia, PA 19106-3309
Phone: (215) 861-4900
Fax: (215) 861-4904
Web Site: www.osha.gov/oshdir/r03.html

**Region 4: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee, USA Dept. of Labor—OSHA**

61 Forsyth St. SW

Atlanta, Georgia 30303
Phone: (404) 562-2300
Fax: (404) 562-2295
Web Site: www.osha.vog/oshdir/r04.html

**Region 5: Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin, USA Dept. of Labor—OSHA**
230 South Dearborn St., Rm. 3244
Chicago, IL 60604
Phone: (312) 353-2220
Fax: (312) 353-7774
Web Site: www.osha.gov/oshdir/r05.html

**Region 6: Arkansas, Louisiana, New Mexico, Oklahoma, and Texas, USA Dept. of Labor—OSHA**
525 Griffin St., Rm. 602
Dallas, TX 75202
Phone: (214) 767-4731
Fax: (214) 767-4137
Web Site: www.osha.gov/oshdir/r06.html

**Region 7: Iowa, Kansas, Missouri, and Nebraska, USA Dept. of Labor—OSHA**
City Center Square
1100 Main St., Suite 800
Kansas City, MO 64105
Phone: (816) 426-5861
Fax: (816) 426-2750
Web Site: www.osha.gov/oshdir/r07.html

**Region 8: Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming, USA Dept. of Labor—OSHA**
1999 Broadway, Suite 1690
Denver, CO 80202-6550
Phone: (303) 844-1600
Fax: (303) 844-1616
Web Site: www.osha.gov/oshdir/r08.html

**Region 9: Samoa, Arizona, California, Guam, Hawaii, and USA Dept. of Labor—OSHA**
71 Stevenson Street St.
4th Floor, Suite 420
San Francisco, CA 94105
Phone: (415) 975-4310
Fax: (415) 975-4319
Web Site: www.osha.gov/oshdir/r09.html

**Region 10: Alaska, Idaho, Oregon, Washington, USA Dept. of Labor—OSHA**
1111 Third Avenue, Suite 715
Seattle, Washington 98101-3212
Phone: (206) 553-5930
Fax: (206) 553-6499
Web Site: www.osha.gov/oshdir/r10.html

## 3. US State OSHA Agencies

*Alaska*

**Alaska Department of Labor**
P.O. Box 21149
Juneau, Alaska 99801-1149
*Physique location*
1111 W. 8th Street, Room 304
Juneau, Alaska 99801-1149
Web Site : http://www.labor.state.ak.us/lss/lss.htm

*Arizona*

**Industrial Commission of Arizona**
800 W. Washington
Phoenix, Arizona 85007-2922
Phone: (602) 542-4411
(602) 542-5795
Fax: (602) 542-1614
Web Site : http://www.ica.state.az.us/ADOSH/oshatop.htm

## *California*

**California Department of Industrial Relations**
455 Golden Gate Avenue - 10th Floor
San Francisco, California 94102
Phone: (415) 703-5050
Fax: (415) 703-5114
Web Site: http://www.dir.ca.gov/occupational_safety.html

## *Connecticut*

**Connecticut Department of Labor**
Consultation Services
Division of Occupational Safety and Health
38 Wolcott Hill Road
Wethersfield, Connecticut 06109
Phone: (860) 566-4550
Fax: (860) 566-6916
Web Site: http://www.ctdol.state.ct.us/

## *Hawaii*

**Hawaii Department of Labor and Industrial Relations**
Consultation and Training Branch
830 Punchbowl Street
Honolulu, Hawaii 96813
Phone: (808) 586-9100
Fax: (808) 586-9104
Web Site: http://www.state.hi.us/dlir/hiosh/

## *Indiana*

**Indiana Department of Labor**
Bureau of Safety, Education and Training
Division of Labor, Room W195
402 West Washington
Indianapolis, Indiana 46204-2287
Phone: (317) 232-2688
Fax: (317) 232-3790
Web Site: http://www.state.in.us/labor/iosha/iosha.html

*Iowa*

**Iowa Division of Labor Services**
Consultation Program
1000 E. Grand Avenue
Des Moines, Iowa 50319-0209
(515) 281-7629 Consultation
(515) 281-0202 Education
(515) 281-5522 FAX
Web Site: http://www.state.ia.us/iwd/labor/index.html

*Kentucky*

**Kentucky Labor Cabinet**
1047 U.S. Highway 127 South, Suite 4
Frankfort, Kentucky 40601

**OSH Division of Compliance**
Phone: (502) 564-3070 ext. 305
Web Site: (502) 564-4769

**OSH Division of Education and Training**
Phone: (502) 564-3070 ext. 266
Fax: (502) 564-4769 FAX
Web Site: http://www.state.ky.us/agencies/labor/kyosh.htm

*Maryland*

**Maryland Department of Labor, Licensing and Regulation**
1100 North Eutaw Street, Room 613
Baltimore, Maryland 21201-2206
Maryland Occupational Safety & Health (MOSH)
Phone: (410) 767-2215
Fax: (410) 333-7747
Web Site: http://www.dllr.state.md.us/labor/mosh.html

*Michigan*

**Michigan Department of Consumer and Industry Services**
**Bureau of Safety and Regulation**
7150 Harris Drive
P.O. Box 30643
Lansing, Michigan 48909-8143
Phone: (517) 322-1814
Fax: (517) 322-1775
Web Site: http://www.cis.state.mi.us/bsr/

## *Minnesota*

**Minnesota Department of Labor and Industry**
443 Lafayette Road North
St. Paul, Minnesota 55155-4307
Phone: (651) 296-2342
Fax: (651) 282-5405
Web Site: http://www.doli.state.mn.us/wsc.html

## *Nevada*

**Nevada Division of Industrial Relations**
Occupational Safety and Health Enforcement Section (OSHES)
1301 N. Green Valley Parkway - Suite 200
Henderson, Nevada 89014-6197

***Las Vegas***
Phone: (702) 486-9168
Fax: (702) 990-0358

***Carson City***
Phone: (775) 687-5240
Fax: (775) 687-6150
Web Site: http://www.state.nv.us/

## *New Jersey*

**New Jersey Department of Labor**
**Division of Public Safety and Occupational Safety and Health**
225 E. State Street
8th Floor West
P.O. Box 953
Trenton, New Jersey 08625-0953
Phone: (609) 292-3923
Fax: (609) 292-4409

***Consultation Web Page:***
http://www.state.nj.us/labor/wps/psosh/onsite/onsite.htm

***New Jersey State OSH Plan Web Page:***
http://www.state.nj.us/labor/wps/psosh/peosh.htm

### *New Mexico*

**New Mexico Environment Department**
Occupational Health and Safety Bureau
525 Camino de Los Marquez, Suite 3
PO Box 26110
Santa Fe, New Mexico 87502
Phone: (505) 827-4230
Fax: (505) 827-4422
Web Site: http://www.nmenv.state.nm.us/

### *New York*

**New York Department of Labor**
W. Averell Harriman State Office Building–12
Room 500
Albany, New York 12240
New York On-Site Consultation Program
State Office Campus Building 12, Room 168
Albany, New York 12240
Phone: (518) 457-2238
Fax: (518) 457-3454
Web Site: http://www.labor.state.ny.us/html/safety/saf_hlth.htm

### *North Carolina:*

**North Carolina Department of Labor (NCDOL)**
4 West Edenton Street
Raleigh, North Carolina 27601-1092
Bureau of Consultative Services
Phone: (919) 807-2899
Fax: (919) 807-2902
Web Site: http://www.dol.state.nc.us/osha/osh.htm

### *Oregon*

**Oregon Occupational Safety and Health Division**
Department of Cõnsumer & Business Services
350 Winter Street, NE, Room 430
Salem, Oregon 97310
Phone: (503) 378-3272
Sans frais en Oregon(800) 922-2689
Web Site: http://www.orosha.org/

### *Puerto Rico*

**Puerto Rico Department of Labor and Human Resources**
Occupational Safety and Health Office
Department of Labor and Human Resources, 20th Floor
505 Muñoz Rivera Avenue
Hato Rey, Puerto Rico 00918
Phone: (787) 756-1100, 1106
Fax: (787) 767-6051
Web Site: http://dtrh.prstar.net/osho%20english.htm

### *South Carolina*

**South Carolina Department of Labor,**
Office of OSHA Compliance
Licensing and Regulation
3600 Forest Drive
PO Box 11329
Columbia, South Carolina 29204
Phone: (803) 734-9644
Fax: (803) 734-9772 FAX
Web Site: http://www.llr.state.sc.us/osha.asp

### *Tennesse*

**Tennessee Department of Labor and Workforce Development**
OSHA Consultative Services
Tennessee Department of Labor and Workforce Development
710 James Robertson Parkway, 3rd Floor
Nashville, Tennessee 37243-0659
Phone: (615) 741-7036
Fax: (615) 532-2997
Web Site: http://www.state.tn.us/labor-wfd

### *Utah*

Utah Labor Commission
Consultation Services
160 East 300 South
Salt Lake City, Utah 84114-6650
Phone: (801) 530-6901
Fax: (801) 530-6992
Web Site: http://www.labor.state.ut.us/UtahOccupationalSafetyHea/utahoccupationalsafetyhea.html?

### *Vermont*

**Vermont Department of Labor and Industry**
Division of Occupational Safety & Health
National Life Building, Drawer 20
National Life Drive
Montpelier, Vermont 05602-3401
Phone: (802) 828-2765
Fax: (802) 828-2748
Web Site: http://www.state.vt.us/labind/vosha.htm

### *Virgin Islands*

Virgin Islands Department of Labor
Division of Occupational Safety and Health
3021 Golden Rock
Christiansted St. Croix, Virgin Island 00840
Phone: (340) 772-1315
Fax: (340) 772-4323

### *Washington*

**Washington Department of Labor and Industries**
PO Box 44001
Olympia, Washington 98504-4001
Phone: (360) 902-4200
Fax: (360) 902-4202
Web Site: http://www.lni.wa.gov/wisha/

### *Wyoming*

**Wyoming Department of Employment**
Workers' Safety and Compensation Division
Herschler Building, 2nd Floor East 122 West 25th Street
Cheyenne, Wyoming 82002
(307) 777-7786
(307) 777-3646 FAX
Web Site: http://wydoe.state.wy.us/doe.asp?ID=7

## 4. Foodservice Safety Websites:

### *Gateway to Government Food Safety Information (USA)*

http://www.foodsafety.gov/

United States government site that provides access to government food safety information.

### *WHO Food Safety (INTERNATIONAL)*

http://www.foodsafety.gov/

### *US FDA Center for Food Safety and Applied Nutrition (USA)*

http://www.cfsan.fda.gov/list.html

CFSAN, in conjunction with the Agency's field staff, is responsible for promoting and protecting the public's health by ensuring that the nation's food supply is safe, sanitary, wholesome, and honestly labeled, and that cosmetic products are safe and properly labeled.

### *Canadian Food Inspection Agency (CAN)*

http://www.inspection.gc.ca/english/corpaffr/foodfacts/kitchene.shtml

Foodborne illness can occur as a result of using improper cleaning, and storage techniques in your kitchen. Follow these food safety tips to decrease the risk of foodborne illness in your home. Part of the CFIA site which offers comprehensive information on aspects of food safety.

### *National Restaurant Association Educational Foundation (USA)*

http://www.nraef.org/

NRAEF is the primary resource for career development in the restaurant industry. This site is designed to serve the industry by building its workforce, enhancing its professionalism and encouraging food safety education.

### *Manitoba's Restaurant Safety Program (CAN)*

http://www.dinemanitoba.com/mrsp1.php

Manitoba's Restaurant Safety Program is a service provided through the Manitoba Restaurant Association for the Restaurant, Catering, and Food Service Industry of Manitoba. The Safety Program provides the restaurant and catering industry in Manitoba with a variety of safety, health and environmental related services custom designed to meet individual requirements.

### *Centers for Disease Control and Prevention Food Safety Office (USA)*

http://www.cdc.gov/foodsafety/about.htm

The mission of CDC's Food Safety Office is to lead CDC's food safety programs to prevent illness, disability and death due to domestic and imported foodborne diseases.

### *School Cafeteria Safety Checklist (South Carolina)*

http://www.scsba.org/risk_mgt/chlist_cafeteria_safety.htm

Sample of a checklist has been compiled to help a state s school district food service employees reduce injuries and illnesses as well as to comply with Occupational Safety and Health Act requirements.

### *Hazards at Work: Food/Catering Industry (HSE)*

http://www.hse.gov.uk/pubns/foodindx.htm

Information on various aspects of health and safety in food service from the Health and Safety Executive (Great Britain's government health and safety agency).

### *Center for Research on Occupational and Environmental Toxicology*

Oregon Health & Science University (OHSU) (USA) Restaurant and Kitchen Safety Links

http://www.ohsu.edu/croet/occ/kitchen.html

Useful set of links on various aspects of restaurant and kitchen safety.

### *International Food Safety Council (INTERNATIONAL)*

http://www.nraef.org/ifsc/ifsc_about.asp?level1_id=2&level2_id=1

A section of the National Restaurant Association site with an international focus. The International Food Safety Council's mission is to heighten the awareness of the importance of food safety education throughout the restaurant and foodservice industry. The Council envisions a future where foodborne illness no longer exists. Through its educational programs, publications and awareness campaigns the Council fulfills this mission.

### *Canadian Restaurant and Foodservices Association (CAN)*

http://www.crfa.ca/

Canada's major industry association. This site provides information on a number of food safety issues and products.

### *OSSA (Restaurant and Foodservices) (ONT)*

http://www.ossa.com/s.sectors/c.restaurant/c.restaurant.cfm

A link to the Restaurant and Foodservice sub-sector of the Ontario Service Sector Alliance. OSSA is responsible for health and safety awareness and training for workers in this sector.

### *Food Safety and Hygiene (AUSTRALIA)*

http://www.dfst.csiro.au/fshlist.htm

Information from an Australian-based food manufacturers industry association.

### *Model Food safety Program (AUSTRALIA)*

http://www.dhs.vic.gov.au/phd/9902057/intro.htm

A program from Public Health Division, Department of Human Services, Victoria, Australia.

### *Food Safety Consortium*

HTTP://www.uark.edu/depts/fsc/

The Food Safety Consortium consists of researchers from the University of Arkansas, Iowa State University and Kansas State University.

### *Health Canada-Health Protection*

http://www.hc-sc.gc.ca/english/protection/index.html

Health Canada collaborates internationally and with its provincial and territorial counterparts to protect the health of Canadians against current and emerging health threats.

### *Australia New Zealand Food Authority*

http://www.anzfa.gov.au/

The Australia New Zealand Food Authority ANZFA is an independent bi-national organisation. ANZFA is a partnership between Australia's Commonwealth, State and Territory governments and the New Zealand Government. ANZFA's role is to protect the health and safety of the people of Australia and New Zealand by maintaining a safe food supply.

### *WorkSafe Health & Safety Centre for Tourism & Hospitality (British Columbia)*

http://tourism.healthandsafetycentre.org/s/Home.asp

Web site partnered by the BC WCB designed for the Tourism and Hospitality sectors provides a guide to safety links, alerts, and allows the user to search the Occupational Health and Safety Regulation.

### *National Restaurant Association (US)*

http://www.restaurant.org/foodsafety/

National Restaurant Association is the leading business association for the restaurant industry. Together with the National Restaurant Association Educational Foundation, the Association's mission is to represent, educate and promote a rapidly growing industry.

# Appendices

## A1. Sample Kitchen Inspection Form

## A1. Sample Kitchen Inspection Form

Source: Correctional Service Canada
http://www.csc-scc.gc.ca/text/plcy/sop/an880-02b_e.shtml
website last modified on: 2001.05.01

Date and time

Inspected by

Date and time of follow-up inspection

**For additional information contact:**

Name

Telephone Number

| Problem Area | Description |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| Cleanliness | Accept. | Non-Accept. | Comments |
|---|---|---|---|
| **Refrigerator & Freezer** | | | |
| racks clean | | | |
| interior clean and free of spills | | | |
| no offensive odour | | | |
| outside doors and handles clean | | | |
| **Oven** | | | |
| inside and outside clean and free of spills | | | |
| no food left inside | | | |
| **Range** | | | |
| no evidence of food spills | | | |
| no pots left to stand | | | |
| **Microwave Oven** | | | |
| inside and outside clean and free of spills | | | |
| no offensive odours | | | |
| no foods left inside | | | |
| **Vent Hood** | | | |
| no grease build-up | | | |
| clean and free of spills | | | |
| **Small Appliances** | | | |
| clean | | | |
| neatly stored away in the appropriate location | | | |
| no octopus plug-ins or dangling cords | | | |

| Cleanliness | Accept. | Non-Accept. | Comments |
|---|---|---|---|
| **Cupboards/Drawers** | | | |
| neatly organized | | | |
| insides and outsides clean | | | |
| **Counters** | | | |
| clean | | | |
| no debris | | | |
| not cluttered | | | |
| **Sinks** | | | |
| hand washing soap available | | | |
| clean | | | |
| no dirty dishes | | | |
| **Floors** | | | |
| no debris or spills | | | |
| **Cooking and Serving Utensils** | | | |
| knives, forks, spoons stored in clean compartments with handles pointing outward | | | |
| glasses and cups stored inverted on sanitary surfaces | | | |
| pots and pans properly stored | | | |
| no evidence of food particles on dishes | | | |
| **Dining Area** | | | |
| table and chairs clean, no debris | | | |

| Safe Food Handling | Accept. | Non-Accept. | Comments |
|---|---|---|---|
| **Refrigerator and Freezer** | | | |
| open tin cans not used for food storage | | | |
| leftovers stored in covered containers | | | |
| raw foods not stored on top of cooked foods | | | |
| ground grown vegetables kept on bottom shelf | | | |
| appropriate temperature | | | |
| **Cupboards** | | | |
| no open bags of food | | | |
| no cleaning products stored next to foods | | | |
| proper quantities of food in storage | | | |
| **Waste Disposal** | | | |
| tightly fitted lids on garbage cans | | | |
| no overflow of garbage from garbage cans | | | |
| **Cleaning Gear** | | | |
| neatly stored | | | |
| sufficient quantities of cleaning products available | | | |
| all cleaning products stored with lids | | | |
| clean wiping cloths | | | |

# Publications in this series

**Groundskeepers Safety Guide** for groundskeepers, landscape contractors and nursery workers

**Cold Weather Workers Safety Guide** addresses the h&s information needs of the outdoor worker

**School Workers Health and Safety Guide** for teachers, custodians, school administrators and school board officials

**Office Ergonomics Safety Guide** helps office workers to recognize ergonomic hazards and take remedial action

**Food Service Workers Safety Guide** covering all safety aspects of the food preparation and service industries

**Warehouse Workers Safety Guide** for workers in warehouses, storage facilities, bulk stores and the transport industry

**Indoor Air Quality Health and Safety Guide** addresses concerns about indoor air quality, and explains everything building occupants need to know about ensuring their health and comfort

**Violence in the Workplace Prevention Guide** an essential resource for anyone who wants to learn about workplace violence and its prevention

**Welders Health and Safety Guide** helps workers recognize hazards associated with welding work and to prevent injury and illness

**Health and Safety Committees Reference Guide** provides practical guidance for the formation and effective functioning of health and safety committees.

**Noise Control in Industry: A Basic Guide** helps workers and employers recognize noise problems, take steps to control occupational noise exposure and develop a hearing conservation program.

**For more information about these titles**

**(905) 570-8094** or **1-800-668-4284**

Fax: (905) 572-2206 E-Mail: clientservices@ccohs.ca

Web Site: http://www.ccohs.ca

## CCOHS...

Canada's national centre for occupational health and safety provides unbiased information, advice and training on how to prevent illness and injury in the workplace.

When you have a question about health or safety, remember to use these CCOHS services:

**Free, Confidential, telephone Inquiries Service**

1-800-263-8466
(905) 572-4400
inquiries@ccohs.ca

**Free, OSH Answers web service**

www.ccohs.ca/oshanswers

**For more information about CCOHS' products and services**

**(905) 570-8094** or **1-800-668-4284**
Fax: (905) 572-2206 E-Mail: clientservices@ccohs.ca
Web Site: www.ccohs.ca

**Canadian Centre for Occupational Health and Safety**
135 Hunter Street East, Hamilton Ontario Canada L8N 1M5